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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
Esperanza Echavarri, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

Agenda

MEETING DATES IN 1993

Every 2nd Wednesday of the Month

Program Committee Meetings:
(Conference Room at 4:00 PM)

Regular Commission Meetings:
(Cafeteria at 5:30 PM)

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January 13th
February 10th
March 10th
April 14th
May 12th
June 9th
July 14th
August 11th
September 8th
October 13th
November 10th
December 8th

Hold these meeting dates and times on your calendar!

375 Woodside Avenue
San Francisco, CA 94127
(415) 753-7870

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
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Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

AGENDA AMENDMENT

Regular Meeting of Wednesday, January 13th, 1993
5:30 PM
YGC Cafeteria
375 Woodside Avenue

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Additional item:

S.F. Children's Services Plan
Action: Vote on Approval.

AMENDED AGENDA

I. Roll Call.

II. Review of Minutes of December 9th, 1992.

III. Chief Probation Officer's Report.

IV. Rite of Passage Presentation by James Bednark (President of Rite of Passage).

V. Budget Overview Presentation by Jean Mariani (Mayor's Budget Analyst).

VI. Participation of the Juvenile Probation Department in Information Services Consortium Appropriation Request.
Action: Vote on Approval.

VII. S.F. Children's Services Plan.
Action: Vote on Approval.

VIII. Selection of Nomination Committee for New Officers.

IX. Finance Committee Report.

X. Public Comment.

XI. Roll Call to Introduce New Items.

XII. Adjournment.

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JUVENILE PROBATION COMMISSION

January 13, 1993

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF SPECIAL COMMISSION MEETING

5:30 PM
Wednesday, January 27th, 1993
Youth Guidance Center Cafeteria
375 Woodside Avenue

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Sound enhancement system provided with advance notice.
Accessible parking available behind the YGC Administration Building.
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Meeting proceedings available in alternative formats.
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AGENDA

I. Roll Call.

II. Letter to Mayor Jordan Regarding the Children's Services Plan.
Action: Vote on Approval.

III. Resolution Regarding the JPD Contract with NCCD and Polaris.
Action: Vote on Approval.

IV. Final 1993 / 1994 Budget.
Action: Vote on Approval.

V. Public Comment.

VI. Roll Call to Introduce New Items.

VII. Adjournment.

JUVENILE PROBATION COMMISSION

January 27, 1993

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING

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4:30 PM, Wednesday, February 10th, 1993
GALILEO HIGH SCHOOL CAFETERIA
1150 Francisco St.
(Corner of Bay and Van Ness)

From Civic Center BART take 19 Polk [at Market & 9th] or
From Van Ness Muni Metro take 49 [North, at Van Ness & Market]

Sound enhancement system provided with advance notice.
No off-street accessible parking available.
Accessible entrance to Cafeteria (first floor) off Bay Street by the Auto Shop doors.
Accessible seating for persons with disabilities.
American sign language interpreters available upon request with advance notice.
Meeting proceedings available in alternative formats.
The closest accessible BART station is Civic Center, to the 19 Polk Muni line.
Accessible Muni line from the Van Ness Muni Metro Station is the 49 line.
Please refrain from wearing perfume or other scented products.

AGENDA

I. **Roll Call.**

II. **Review of minutes of January 13th, 1993.**

III. **Chief Probation Officer's Report.**

IV. **Introduction of the Youth Advisory Board and Focus on Youth Perspectives.**

V. **Volunteer Auxiliary Fiscal Account to Receive Donated Commission Stipend Checks for the Youth Advisory Board**

VI. **Elect New Officers.**
Action: Vote on Approval.

VII. **Finance Committee Report.**

VIII. **Public Comment.**

IX. **Roll Call to Introduce New Items.**
X. **Adjournment.**

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THE YOUTH

IF YOU HAVE ANY QUESTIONS OR CONCERNS OR JUST WANT TO LEARN ABOUT THE JUVENILE JUSTICE SYSTEM, COME!

WEDNESDAY, FEB. 10 4:30 PM
AT GALILEO HIGH school
CAFETERIA at 1150
FRANCISCO ST. FROM
Civic CENter BART
TAKE 19 POLK
(at MARKET & 9th)
or VAN NESS MUNI.
METRO TAKE 49 NORTH,
at Van ness & Market

- JIMMY HALOW
- KEScha MASON
- Michelle METOYER
- KENNETH MILLER
- Rosalyn Nasalga
- Stacey YANG

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FOR MORE INFO. CALL
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ADV. BOARD

COME MEET THE SANFRANCISCO TEENS WHO ARE MAKING THE JUVENILE JUSTICE SYSTEM THEIR BUSINESS!

JUVENILE PROBATION COMMISSION

February 10, 1993

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF SPECIAL COMMISSION MEETING

5:30 PM
Wednesday, February 17th, 1993
Youth Guidance Center Cafeteria
375 Woodside Avenue

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Meeting proceedings available in alternative formats.
The closest accessible BART station is Glen Park, to the 44 Muni line.
Accessible Muni lines from the Forest Hill Station are the 36, 44, and 52 lines.
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AGENDA

I. Roll Call.

II. Review of minutes of Special Meeting on LCR of September 16th, 1992.

III. Analysis and Assessment of Information on Log Cabin Ranch.
Action: Vote on Recommendation.

IV. Public Comment.

V. Adjournment.

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JUVENILE PROBATION COMMISSION

February 17, 1993

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
Esperanza Echavarri, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

SECOND REVISED AGENDA

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Meeting of Wednesday, March 10th, 1993
5:30 PM in the Cafeteria at the Youth Guidance Center

I. Roll Call.

II. Review of Minutes of February 10th, 1993.

III. Chief Probation Officer's Report

IV. Program Update: Community Board of San Francisco
Presentation by Terry Amsler, Director of Community Board

V. Settlement of Water Rights of LCR and HVR in the San Gregorio Streamwide Adjudication.
Action: Vote on Approval.

VI. Update on the Continuum of Care Plan.

VII. Elect New Officers.
Action: Vote on Approval

VIII. Program Committee Report.

IX. Public Comment.

X. Roll Call to Introduce New Items.

XI. Adjournment.

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JUVENILE PROBATION COMMISSION

March 10, 1993

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF EXECUTIVE SESSION

7:00 PM
Wednesday, March 10th, 1993
Youth Guidance Center Cafeteria
375 Woodside Avenue

Sound enhancement system provided.
Accessible parking available from the parking lot adjacent to the YGC Main Entrance.
Accessible seating for persons with disabilities.
American sign language interpreters available upon request with advance notice.
Meeting proceedings available in alternative formats.
The closest accessible BART station is Glen Park, to the 44 Muni line.
Accessible Muni lines from the Forest Hill Station are the 36, 44, and 52 lines.
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AGENDA

[This session is not open to the public. Personnel matters will be discussed.]

I. Roll Call.

II. Evaluation of Chief Probation Officer.

III. Adjournment.

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

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NOTICE OF SPECIAL MEETING

(CLOSED TO THE PUBLIC. MATTER: LITIGATION)

5:30 PM (15 mins. before Executive Session), Thursday, March 25th, 1993
YGC 3rd Floor Conference Room 2 (Across from Room 338)
375 Woodside Avenue

Sound enhancement system provided with advance notice.
Accessible parking available behind the YGC Administration Building.
Accessible seating for persons with disabilities.
American sign language interpreters available upon request with advance notice.
Meeting proceedings available in alternative formats.
The closest accessible BART station is Glen Park, to the 44 Muni line.
Accessible Muni lines from the Forest Hill Station are the 36, 44, and 52 lines.
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AGENDA

I. Roll Call.

II. Discussion of Proposed Settlement Re: Shaw vs. CCSF.
Action: Vote on Approval.

III. Adjournment.

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
Esperanza Echavarri, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

NOTICE OF EXECUTIVE SESSION

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MATTER: PERSONNEL

Wednesday, April 7th, 1993
5:45 PM
Civil Service Commission
3rd Floor
44 Gough Street
San Francisco, CA

AGENDA

I. Roll Call.

II. Performance Appraisal Process.
Facilitated by Anne Godfrey, Civil Service Commission.

III. Adjournment.

City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
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Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

NOTICE OF SPECIAL COMMISSION MEETING

Thursday, April 8th, 1993
5:30 PM
YGC Cafeteria
Youth Guidance Center
375 Woodside Avenue
San Francisco, CA

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AGENDA

I. Roll Call.

II. Proposal to Reduce JPD Budget by $2 1/2 Million.

III. Public Comment.

IV. Adjournment.

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JUVENILE PROBATION COMMISSION

April 8, 1993

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
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Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

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NOTICE OF REGULAR COMMISSION MEETING

5:30 PM, Wednesday, April 14th, 1993
YGC Cafeteria, Youth Guidance Center
375 Woodside Avenue, San Francisco

REVISED MEETING AGENDA (effective April 7th)

I. Roll Call.

II. Review of Minutes of Regular Meeting of March 10th, 1993.
Review of Minutes of Special Meeting of September 16th, 1992.
Review of Minutes of Special Meeting of February 17th, 1993.

III. Chief Probation Officer's Report.
  A. Transcription of Probation Officer Reports -- Follow-Up Report.

IV. Water Rights Contract Modifications.
Action: Vote on Approval.

V. Community Contracts for Shelter and Intake Services to Status Offenders, Home Detention, Intensive Home-Based Supervision, Peer Counseling, & Mentoring Services.
Action: Vote on Approval.

Bayview Hunter's Point Foundation (for Intensive Home-Based Supervision & Home Detention):	$152,000.
Youth Advocates (for Intake & Shelter Care):	561,000.
Potrero Hill Neighborhood House (for Intensive Home-Based Supervision):	32,000.
Morrisania West (for Intensive H.B.S.):	32,000.
Ella Hill Hutch (for Mentoring):	46,435.
West Bay Pilipino Multi-Service Corp. (for Intensive Home-Based Supervision:	30,000.
YWCA (for Mentoring):	35,000.
Chinatown Youth Center (for Intensive. H.B.S.)	30,000.
Urban League (for Peer Counseling):	35,000.
RAP (for Intensive H.B.S.):	32,000.

VI. $90,000 Contract With NCCD & Polaris to Design Assessment Instrument for High Risk Juvenile Offenders.
Action: Vote on Approval.

VII. Supplemental Appropriation Request to Encumber Additional (Title IV(e)) Revenues.
Action: Vote on Approval.

VIII. Public Comment.

IX. Roll Call to Introduce New Items.

X. Adjournment.

JUVENILE PROBATION COMMISSION

April 14, 1993

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
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Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

NOTICE OF EXECUTIVE SESSION

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MATTER: PERSONNEL

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Thursday, April 29th, 1993
6:00 PM
Civil Service Commission
3rd Floor
44 Gough Street
San Francisco, CA

(Enter by Stevenson Street side door promptly by 6:00 PM to be let in.)

AGENDA

I. Roll Call.

II. Performance Appraisal Process.
Facilitated by Anne Godfrey, Civil Service Commission.

(Please bring memo of April 14th from Pam Satterwhite containing the materials generated at the Executive Session of April 7th.)

III. Adjournment.

375 Woodside Avenue San Francisco, CA 94127 (415) 753-7870

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF SPECIAL MEETING

5:30 PM, Wednesday, May 5th, 1993
Youth Guidance Center Cafeteria
375 Woodside Avenue

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AGENDA

I. Roll Call.

II. Community-Based Contracts.
Action: Vote on Approval.

Bayview Hunter's Point	Intensive Home-Based Supervision (IHBS) & Home Detention	$152,000.
Youth Advocates	Intake & Shelter Care	561,000.
Potrero Hill	Intensive H.B.S.	32,000.
Morrisania West	IHBS	32,000.
Ella Hill Hutch	Mentoring	46,435.
West Bay Pilipino Multi-Service Corp	IHBS	30,000.
YWCA	Mentoring	35,000.
Chinatown Youth Ctr.	IHBS	30,000.
Urban League	Peer Counseling	35,000.
RAP	IHBS	32,000.

III. Adjournment.

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JUVENILE PROBATION COMMISSION

May 5, 1993

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
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Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

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NOTICE OF REGULAR COMMISSION MEETING

5:30 PM, Wednesday, May 12th, 1993
YGC Cafeteria, Youth Guidance Center
375 Woodside Avenue, San Francisco

REVISED MEETING AGENDA (effective May 7th)

I. Roll Call.

II. Review of Minutes of Regular Meeting of April 14th, 1993.
Review of Minutes of Special Meeting of April 8th, 1993.

III. Chief Probation Officer's Report.

- A. Update on 1993/94 Budget..

IV. Establishment of a Serious Habitual Offender Program (SHOP) in San Francisco.

V. **Proposal for Expenditure of Remaining $35,000 Allocated for 93/94 Community Contracts. [Added item.]**
Action: Vote on Approval.

VI. Presentation by Ed Vasgerdsian on the Need for More Support for Parents.

VII. Program Committee Report.

VIII. Public Comment.

IX. Roll Call to Introduce New Items.

X. Adjournment.

JUVENILE PROBATION COMMISSION

May 12, 1993

The Minutes of this meeting are missing.

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JUVENILE PROBATION COMMISSION

June 9, 1993

The Agenda and Minutes of this meeting are missing.

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING

5:30 PM, Wednesday, July 14th, 1993
Youth Guidance Center Cafeteria
375 Woodside Avenue

AGENDA (REVISED, EFFECTIVE JULY 7, 1993)

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I. Roll Call.

II Review of minutes of regular meeting of June 9th, 1993.

III Chief Probation Officer's Report
  A. Budget Update.

IV. Committee Reports: Program Committee.

V. Action Items:

  A. Serious Habitual Offender Program (SHOP) Program.
  B. Resolution to Officially Constitute the Youth Advisory Board as an advisory group to the Commission.
  C. Commission Letter of Support for JJ-ASAP Grant Proposal.
  D. Resolution Regarding Action Items. [Withdrawn.]
  E. Resolution Suspending Home Passes for Youth at LCR Pending Review of Protocol.

VI. Presentations:

  A. Detention Diversion Advocacy Project: Presentation by Chet Hewitt.
  B. Black Men of Action

VII. Review of Bylaws, Rules of Order, Resolutions and Responsibilities of the Juvenile Probation Commission: Presentation by Randy Riddle, City Attorney's Office.

VIII. Comments by Commission President.

IX. Public Comment.

X. Comments From Commissioners.

XI. Adjournment.

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Accessible seating for persons with disabilities.
American sign language interpreters available upon request with advance notice.
Meeting proceedings available in alternative formats.
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JUVENILE PROBATION COMMISSION

July 14, 1993

The Minutes of this meeting are missing.

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF EXECUTIVE SESSION

7:00 AM, Tuesday Morning, August 3rd, 1993
Youth Guidance Center Conference Room
375 Woodside Avenue

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AGENDA

MATTER: PENDING LITIGATION

THIS IS A CLOSED SESSION AND IS NOT OPEN TO THE PUBLIC.

I. Roll Call.

II. Investigation of Child Abuse Allegation in Juvenile Hall.

III. Adjournment.

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Accessible seating for persons with disabilities.
American sign language interpreters available upon request with advance notice.
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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING

5:30 PM, Wednesday, August 11th, 1993
Youth Guidance Center Cafeteria
375 Woodside Avenue

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REVISED AGENDA (effective August 3, 1993)

I. Roll Call.

II. Adoption of minutes of regular meeting of June 9th, 1993 and adoption of notes of discussion of July 14th into the minutes of August 11th.

III. Chief Probation Officer's Report.
   A. Update on Joint Police Department/Juvenile Probation Department Plan to Monitor Youth on Probation Who Have Committed Felonies.

IV. Committee Reports:
   A. Program Committee.
   B. Ad Hoc Committee on the Rules of Order.

V. Action Items:

   A. Serious Habitual Offender Program (SHOP) Program.
   B. Resolution to Officially Constitute the Youth Advisory Board as an Advisory Group to the Commission. [Withdrawn.]
   C. Commission Letter of Support for JJ-ASAP Grant Proposal. [Withdrawn.]
   D. Resolution Suspending Home Passes for Youth at LCR Pending Review of Protocol.

VI. Discussion of Resolution Endorsing Stronger Gun Control Policies.

VII. Public Comment.

VIII. Other Business.

IX. Adjournment.

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Accessible parking available behind the YGC Administration Building.
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Meeting proceedings available in alternative formats.
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JUVENILE PROBATION COMMISSION

August 11, 1993

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

THIS MEETING HAS BEEN CANCELED

NOTICE OF SPECIAL COMMISSION MEETING

1:00 PM, Friday, August 27th, 1993
Youth Guidance Center Conference Room
375 Woodside Avenue

JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

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AGENDA

I. Roll Call.

II. Up-to-date Report on Recent Escapes from Juvenile Hall.

III. Adjournment.

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Accessible parking available behind the YGC Administration Building.
Accessible seating for persons with disabilities.
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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING

5:30 PM, Wednesday, September 8th, 1993
Youth Guidance Center Cafeteria
375 Woodside Avenue

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REVISED AGENDA (EFFECTIVE AUGUST 27, 1993)

I. Roll Call.

II. Review of minutes of regular meeting of August 11th, 1993.

III Chief Probation Officer's Report.
  A. Report on Recent Escapes from Juvenile Hall.

IV. Committee Reports: Program Committee.

V. Review of Bylaws, Rules of Order, Resolutions and Responsibilities of the Juvenile Probation Commission: Presentation by Randy Riddle, City Attorney's Office.

VI. Action Item:
  A. Renew the Resolution Regarding Suspension of Log Cabin Ranch (LCR) Home Passes to Include Instituting a LCR Furlough Program.

VII. Discussion Items:
  A. Amendments to Rules of Order.
  B. JPC Juvenile Hall Inspection Report.
  C. Youth Advisory Board.

VIII. Presentations:
  A. Detention Diversion Advocacy Project: Presentation by Chet Hewitt.
  B. Black Men of Action

IX. Old Business.
  A. Appoint Persons to Draw Up Resolution Regarding the Commission's Support of Legislation for Stronger Gun Control.

X. Public Comment.

XI. Other Business.

XII. Adjournment.

Sound enhancement system provided with advance notice.
Accessible parking available behind the YGC Administration Building.
Accessible seating for persons with disabilities.
American sign language interpreters available upon request with advance notice.
Meeting proceedings available in alternative formats.
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JUVENILE PROBATION COMMISSION

September 8, 1993

The Minutes of this meeting are missing.

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING

5:30 PM, Wednesday, October 13th, 1993
Youth Guidance Center Cafeteria
375 Woodside Avenue

AGENDA

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I. Roll Call.

II. * Review of minutes of regular meeting of September 8th, 1993.

III. Chief Probation Officer's Report.

IV. Committee Reports:
  A. Program Committee.
  B. Finance Committee.
  C. Personnel Committee.

V. * Review of Bylaws, Rules of Order, Resolutions and Responsibilities of the Juvenile Probation Commission, Including the Conflict of Interest Laws and Review of the S.F. Sunshine Ordinance and Related Laws: Presentation by Randy Riddle, City Attorney's Office.

VI. Action Item:
  A. * Adoption of Revisions to the Commission's Rules of Order.
  B. * Resolution Regarding the Commission's Support of Legislation for Stronger Gun Control.
  C. * $4.2 Million Supplemental Appropriation Request to Implement Measures Needed to Secure Juvenile Hall.

VII. Discussion Items:
  A. * Youth Advisory Board.
  B. * Bond Proposal to Build a New Youth Guidance Center.
  C. * Assessment of Implementation of Continuum of Care Plan.

VIII. Presentations:
  A. Black Men of Action

IX. Old Business.

X. Public Comment.

XI. Other Business.

XII. Adjournment. Once adjourned the Commission will go into closed session to discuss pending litigation.

I. ** Settlement of Lawsuit by Youth Law Center: Briefing by Lori Giorgi, City Attorneys Office.

* Asterisks indicate items with documentation – materials supplemental to the discussion at the meeting.
** Double asterisks indicate an item to be discussed in executive session. Executive sessions are not open to the public.

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JUVENILE PROBATION COMMISSION

October 13, 1993

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

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NOTICE OF SPECIAL COMMISSION MEETING

(NOTE: THIS IS A SEMINAR CONDUCTED BY THE CITY ATTORNEYS OFFICE FOR MEMBERS OF ALL CITY BOARDS AND COMMISSIONS, AND ALL DEPARTMENT HEADS. IT WILL BE HELD AT CITY HALL AND IS OPEN TO THE PUBLIC.)

(PUBLIC TRANSIT INFORMATION AT THE BOTTOM OF THIS AGENDA DOES NOT APPLY TO THIS MEETING.)

10:00 AM - 12:00 Noon, Saturday, October 23rd, 1993
Board of Supervisors Chambers
City Hall

AGENDA

I Review of Conflict of Interest Laws.

II Review of the San Francisco Sunshine Ordinance and related laws.

III Adjournment.

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF SPECIAL COMMISSION MEETING

(NOTE: THIS IS A HEARING CONVENED WITH THE MAYOR'S JUVENILE JUSTICE TASK FORCE TO REVIEW INITIAL DRAFTS OF THE TASK FORCE'S CONCLUSIONS.)

3:00 PM, Wednesday, December 8th, 1993
Youth Guidance Center Cafeteria
375 Woodside Avenue
San Francisco

AGENDA

I. Presentation of the Mayor's Juvenile Justice Task Force's Preliminary Recommendations.

II. Public Comment.

III. Adjournment.

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JUVENILE PROBATION COMMISSION

December 8, 1993
(special meeting)

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING

5:30 PM, Wednesday, December 8th, 1993
Youth Guidance Center Cafeteria
375 Woodside Avenue

REVISED AGENDA (Effective 12-2-93)

I. Roll Call.

II. * Review of minutes of regular meeting of November 10th, 1993.

III. Chief Probation Officer's Report

- A. Report on the Department's Comprehensive Training Program.
- B. Update on Log Cabin Ranch and Juvenile Hall.
- C. Update on Hidden Valley Ranch.

IV. Committee Reports:

- A. Program Committee.
- B. Special Finance Committee.
- C. Finance Committee
- D. Ad Hoc Committee on Gun Control.

V. Action Items:

- A. * $10,000 Supplemental Appropriation Request for the Department of Public Works to Prepare a 1994 Youth Guidance Center Facility Bond Proposal.
- B. * *JPD Supplemental Appropriation Requests to Establish Safety & Security Measures at Juvenile Hall.*
- C. Joint Meeting with the Juvenile Justice Commission.

VI. Old Business.

VII. Public Comment.

VIII. Other Business: at this time commissioners and/or the Chief Probation Officer may identify topics for discussion or action at the next regular meeting.

- Presentation Series on YGC Services During the Regular Meetings of January Through April.
  January Focus: the Adjudication Process (including the Superior Court, the Intake Unit of Juvenile Probation, the Public Defender's Office, the City Attorney's Office, the District Attorney's Office, and Conflict Panel Attorneys.)
  February Focus: Education
  March Focus: Public Health and the Department of Social Services.
  April Focus. Sheriff's Department and Police Department

IX. Adjournment.

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JUVENILE PROBATION COMMISSION

December 8, 1993
(regular meeting)

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NOTICE OF SPECIAL COMMISSION MEETING

(NOTE: THIS IS A HEARING CONVENED BY SEVERAL YOUTH-SERVING COMMISSIONS IN COMPLIANCE WITH CHARTER SECTION 6.415(F). IT IS OPEN TO THE PUBLIC.)

(PUBLIC TRANSIT INFORMATION AT THE BOTTOM OF THIS AGENDA DOES NOT APPLY TO THIS MEETING.)

3:00 PM, Thursday, December 16th, 1993
Ronald H. Born Auditorium
Social Service Commission
170 Otis Street
San Francisco

AGENDA

I. Public Testimony on the 1994/95 San Francisco Children's Services Plan.

III. Adjournment.

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF SPECIAL COMMISSION MEETING

PUBLIC HEARING ON THE 1994/95 SAN FRANCISCO CHILDREN'S SERVICES PLAN

RESCHEDULED : PLEASE NOTE THE NEW DAY, TIME AND PLACE OF THIS HEARING

THIS IS A HEARING CONVENED IN COMPLIANCE WITH CHARTER SECTION 6.415
ESTABLISHING A CHILDREN'S FUND FOR THE CITY OF SAN FRANCISCO.
IT IS OPEN TO THE PUBLIC.

11:00 AM, Saturday, December 18th, 1993
Youth Guidance Center Chapel
375 Woodside Avenue
San Francisco

AGENDA

I. Public Testimony on the 1994/95 San Francisco Children's Services Plan.

Please note: Copies of the new plan are available from the Mayor's Office of Children, Youth, & Their Families, 10 United Nations Plaza, Suite 260 (554-8990). Please try to review the plan in advance of the meeting. Some copies are also available at the office of the Juvenile Probation Commission. Please contact this office at 753-7870 or 753-7828 for more information.

II. Adjournment.

Sound enhancement system provided with advance notice.
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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF SPECIAL COMMISSION MEETING

(NOTE: THIS IS A HEARING CONVENED IN COMPLIANCE WITH CHARTER SECTION 6.415(F) ESTABLISHING A CHILDREN'S FUND FOR THE CITY OF SAN FRANCISCO. IT IS OPEN TO THE PUBLIC.)

5:00 PM, Wednesday, December 22nd, 1993
Youth Guidance Center Cafeteria or Chapel
375 Woodside Avenue
San Francisco

AGENDA

I. Public Testimony on the 1994/95 San Francisco Children's Services Plan.

Please note: Copies of the new plan are available from the Mayor's Office of Children, Youth, & Their Families, 10 United Nations Plaza, Suite 260 (554-8990). Please try to review the plan in advance of the meeting. A limited supply of copies will be available at the office of the Juvenile Probation Commission. Once this supply is exhausted, this office will make additional copies upon request with advance notice. Please allow at least 24 hours advance notice of your need for a copy.

III. Adjournment.

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JUVENILE PROBATION COMMISSION

December 22, 1993

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NOTICE OF SPECIAL COMMISSION MEETING

5:00 PM, Wednesday, December 29th, 1993
Youth Guidance Center Cafeteria
375 Woodside Avenue
San Francisco

AGENDA

I. $10,000 Supplemental Appropriation Request for the Department of Public Works to Prepare a 1994 Youth Guidance Center Facility Bond Proposal.

Action: Vote on Approval.

II. Public Comment.

III. Adjournment.

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JUVENILE PROBATION COMMISSION

December 29, 1993

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING

5:30 PM, Wednesday, January 12th, 1994
Youth Guidance Center Cafeteria
375 Woodside Avenue

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AGENDA

I. Roll Call.

II. * Review of minutes of regular meeting of December 8th, 1993.

III. Presentation Series: *January Focus: the Adjudication Process* (including the Superior Court, the Intake Unit of Juvenile Probation, the Public Defender's Office, the City Attorney's Office, the District Attorney's Office, and Conflict Panel Attorneys.).

IV. Chief Probation Officer's Report.

V. Action Items:

  A. * Commission Resolution 93-1-13 Officially Sanctioning the Youth Advisory Board to the Commission.
  B. * Commission Resolution 93-2-14 Delineating the Purposes, Goals, Functions, Qualifications for Membership, and Responsibilities of the Youth Advisory Board to the Commission.

VI. Old Business.

VII. Public Comment.

VIII. Other Business: at this time commissioners and/or the Chief Probation Officer may identify topics for discussion or action at the next regular meeting.

February Focus: Education
March Focus: Public Health and the Department of Social Services.
April Focus: Sheriffs Department and Police Department.

IX. Election of Officers for 1994.

X. Adjournment.

* Asterisks indicate items with documentation — materials supplemental to the discussion at the meeting.

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JUVENILE PROBATION COMMISSION

January 12, 1994

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NOTICE OF SPECIAL COMMISSION MEETING

Please Note Time Change Below:

4:30 *PM, Wednesday, January 26th, 1994*
Youth Guidance Center Conference Room
375 Woodside Avenue
San Francisco

AGENDA

I. Commission Resolution 94- 1-13. Officially Sanctioning the Youth Advisory Board to the Commission.
Action: Vote on Approval.

II. Commission Resolution 94- 2-14 Delineating the Purposes, Goals, Functions, Qualifications for Membership, and Responsibilities of the Youth Advisory Board to the Commission.
Action: Vote on Approval.

III. Public Comment.

IV. Adjournment.

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JUVENILE PROBATION COMMISSION

January 26, 1994

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING

5:30 PM, Wednesday, February 9th, 1994
Youth Guidance Center ~~Cafeteria~~
375 Woodside Avenue

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REVISED AGENDA (effective 2-2-94)

I. Roll Call.

II. * Review of minutes of regular meeting of January 12th, 1994.

III. Presentation Series: *February Focus: Education — Presentation by Woodside Learning Center Principal, Donald Toomer, and Special Education Director for the San Francisco Unified School District.*

IV. Committee Reports:
  A. Program Committee Meeting of February 2nd..
  B. Finance Committee Meeting of February 9th.

V. Chief Probation Officer's Report
  A. Honoring the Volunteer Auxiliary.

VI. Action Items:
  A. * Approval of Resolution Authorizing the Chief Probation Officer to Enter into Standard Agreement Contract # CFC30076 with the California Youth Authority to Provide Emergency Custody of a Juvenile Ward of the Court
  B. * Approval of Resolution Authorizing the Chief Probation Officer to Enter into Contracts with Community Agencies to Provide:

–Shelter and Intake Services to Status Offenders – Youth Advocates:	$561,600.
–Home Detention & Intensive Home-Based Superv. – Bayv. Hunters Pt.:	152,000.
–Intensive Home-Based Supervision & Peer Counseling – Potrero Hill:	58,000.
–Intensive Home-Based Supervision – Morrisania West:	32,000.
–Intensive Home-Based Supervision – W.B. Pilipino Multi-Service Corp.:	32,000.
–Intensive Home-Based Supervision – Chinatown Youth Center:	32,000.
–Intensive Home-Based Supervision – Real Alternatives Program:	32,000.
–Mentoring – Ella Hill Hutch Community Center:	46,435.
–Girls Mentoring – YWCA:	40,000.

  C. * Supplemental Appropriation Request for Safety & Security Measure.
  D. * Supplemental Appropriation Request for Overtime Expense.

VII. Committee Appointments.
VIII. Old Business.
IX Public Comment.

X. Other Business: at this time commissioners and/or the Chief Probation Officer may identify topics for discussion or action at the next regular meeting.

XI Adjournment.

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JUVENILE PROBATION COMMISSION

February 9, 1994

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

5:30 PM, Wednesday, March 9th, 1994
Youth Guidance Center Cafeteria
375 Woodside Avenue

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AGENDA

I. Roll Call.

II. * Review of minutes of regular meeting of January 12th & of informational meeting of February 9th..

III. Committee Reports:
  A. Program Committee
  B. Finance Committee

IV. Chief Probation Officer's Report.

V. Action Items:
  A. * Approval of Resolution Authorizing the Chief Probation Officer to Enter into Standard Agreement Contract # CFC30076 with the California Youth Authority to Provide Emergency Custody of a Juvenile Ward of the Court.
  B. * Approval of Resolution Authorizing the Chief Probation Officer to Enter into Contracts with Community Agencies to Provide:

–Shelter and Intake Services to Status Offenders – Youth Advocates:	$561,600.
–Home Detention & Intensive Home-Based Superv. – Bayv. Hunters Pt.:	152,000.
–Intensive Home-Based Supervision & Peer Counseling – Potrero Hill:	58,000.
–Intensive Home-Based Supervision – Morrisania West.	32,000.
–Intensive Home-Based Supervision – W.B. Pilipino Multi-Service Corp.:	32,000.
–Intensive Home-Based Supervision – Chinatown Youth Center:	32,000.
–Intensive Home-Based Supervision – Real Alternatives Program:	32,000.
–Mentoring – Ella Hill Hutch Community Center:	46,435.
–Girls Mentoring – YWCA.	40,000.

  C. JPD 1994/95 Budget.

VI. Old Business.

VII. Public Comment.

VIII. Other Business: at this time commissioners and/or the Chief Probation Officer may identify topics for discussion or action at the next regular meeting.

IX. Adjournment.

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JUVENILE PROBATION COMMISSION

March 9, 1994

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING

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5:30 PM, Wednesday, April 13th, 1994
West Bay Community Center
Small conference room on the first door by the front entrance.
1290 Fillmore
(corner of Fillmore & Eddy)

Free parking is available across the street in the Fillmore Center.

(Accessibility information at the bottom of this agenda does not apply to this site.)

REVISED AGENDA [effective 3-22-94]

I. Roll Call.

II. * Review of minutes of regular meeting of March 9th.

III. Committee Reports.

IV. Chief Probation Officer's Report.

V. Action Items:

   A. Supplemental Appropriation Request to Hire Staff to Submit Title iV(a) Billing for Fiscal Year 1993/94.
   B. Resolution to Approve $175,000 Pre-Placement Shelter Program Contract.

VI. Old Business.

VII. Public Comment.

VIII. Other Business: at this time commissioners and/or the Chief Probation Officer may identify topics for discussion or action at the next regular meeting.

IX. Adjournment. Once adjourned the commission will go into closed session to discuss pending personnel matters.

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JUVENILE PROBATION COMMISSION

April 13, 1994

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF EXECUTIVE SESSION

4:00PM, MONDAY, APRIL18, 1994

YOUTH GUIDANCE CENTER CONFERENCE ROOM
375 Woodside Avenue

THIS IS A CLOSED SESSION AND IS NOT OPEN TO THE PUBLIC

This closed session is held pursuant to Government Code section 54957: Public Employee Appointment/hiring

Title of Position to be Filled:

Juvenile Probation Commission Secretary

AGENDA

I. Roll Call.

II. Hiring of Juvenile Probation Commission Secretary.

III. Adjournment.

City and County of San Francisco
Juvenile Probation Commission

C. Don Clay, President
Agnes Chan, Vice President
Frank L. Cook, Commissioner
Esperanza Echavarri, Commissioner
Eugene V. DeMartini, Commissioner
Peter Rodriguez, Commissioner
Harriet Salarno, Commissioner

NOTICE OF SPECIAL COMMISSION MEETING

This meeting will be held in three parts: 1) Open session providing for roll call and public commentary. 2) Closed session for the Commission to, a) review proposed terms of Superior Court case #936149 (SEIU vs City&County of SF), b) to consider the appointment of the Juvenile Probation Commission Secretary, and 3) Open session (possible): In the event the Commission takes action to appoint a new secretary, the Commission will return to open session to announce the appointment and roll call vote.

Tuesday, May 3, 1994, 4:00 PM
Main Conference Room, Youth Guidance Center
375 Woodside Avenue
San Francisco. CA 94127

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AGENDA

I. OPEN SESSION
  - A. Roll Call
  - B. Public Comment.

II. CLOSED SESSION TO:
  - A. REVIEW SUPERIOR COURT CASE #936 149.
  - B. CONSIDER APPOINTMENT OF COMMISSION SECRETARY;

This closed session is held pursuant to Government Code section 549567: PUBLIC EMPLOYEE APPOINTMENT/HIRING. Title of Position to be filled: Juvenile Probation Commission Secretary.

III. OPEN SESSION (POSSIBLE depending on whether action is taken to appoint secretary)

Announcement of Commission Appointment and roll call vote.

IV. ADJOURNMENT

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JUVENILE PROBATION COMMISSION

May 3, 1994

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City and County of San Francisco
Juvenile Probation Commission

C. Don Clay, President
Peter Rodriquez, Vice President
Agnes Chan, Commissioner
Frank L. Cook, Commissioner
Esperanza Echavarri, Commissioner
Eugene V. DeMartini, Commissioner
Harriet Salarno, Commissioner

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

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NOTICE OF REGULAR MEETING

5:30 PM, Wednesday, May 11, 1994
Youth Guidance Center Cafeteria
375 Woodside Avenue

AGENDA

I. Roll Call.

II. Review of minutes of regular meeting of April 13, 1994.

III. Chief Probation Officer's Report.

IV. Committee Reports: Program Committee

V. Action Items:

A. approval of contract with CYA for emergency care
B. approval of contract with Santa Clara County for use of their Girls' Ranch for San Francisco wards.
C. approval of contract with National Council on Crime and Delinquency & Polaris Research & Development
D. setting a date for a hearing on the Mayor's Juvenile Justice Task Force report.

VI. Comments by Commission President.

VII. Public Comment.

VIII. Other Business.

IX. Adjournment.

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(415) 753-7870 375 Woodside Avenue San Francisco, CA 94127

JUVENILE PROBATION COMMISSION

May 11, 1994

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City & County of San Francisco Juvenile Probation Commission

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NOTICE OF MEETING

This meeting will be held in two parts: 1) ***5:00pm,*** *Closed session for the Commission to discuss the proposed settlement terms of Superior Court case # 93614 (SEIU vs City/County of SF, regarding psychological testing of peace officers 2)* ***5:30pm,*** *Open session providing for roll call and public commentary, proceeding to regular agenda.*

5:00 PM, Wednesday, June 8, 1994
Youth Guidance Center Cafeteria
375 Woodside Avenue

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AGENDA

I. CLOSED SESSION
pursuant to Government Code section 54956.9, pending litigation with the city, the Commission will begin in Executive Session for discussion with city attorney, regarding (SEIU vs City/County of San Francisco).

II. OPEN SESSION
Roll Call/ comments

III. Review of minutes of regular meeting of May 11, 1994

IV. Chief Probation Officer's Report.

V. Committee Reports: Program Committee.

VI. Action Items:

- A. approval of contract with Law Enforcement Psychological Services Inc. (psychological testing of peace officers for the Dept)
- B. approval of contract with National Council on Crime and Delinquency & Polaris Research & Development (continuing work to produce an assessment tool, and other projects for the Dept)
- C. approval of resolution to accept and expend AB 799 funds, to subsidize Log Cabin Ranch programs.

VII. Discussion Items:

- A. Log Cabin Ranch update/hiring of the new Director
- B. AB 799 update (State funds to subsidize county ranches, camps, forestry camps)
- C. Hidden Valley Ranch update, plans for possible use

VIII. Comments by Commission President.

IX. Public Comment.
X. Other Business.
XI. Adjournment.

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City & County of San Francisco Juvenile Probation Commission Minutes of June 8, 1994
Regular Meeting

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I. *Meeting Convened 5:40pm.*

II. Commissioners present: C. Don Clay (President), Peter Rodriguez (Vice-President), Esperanza Echavarri, , Harriet Salarno, Agnes I. Chan, Frank L. Cook, Eugene DeMartini

Commissioners excused or absent: none

III. *Review of minutes of regular meeting of May 11, 1994*
Minutes were accepted as written.

IV. *Chief Probation Officer's Report.*
The Chief gave a short introduction of the new Budget Director, Mr. Ace Tago. There was no other report.

V. *Committee Reports: Program Committee.*
Commissioner Echavarri reported the results of the Program Committee meeting of 4:00pm. Of the two action items calendared (NCCD contract, and acceptance of AB 799 funds) neither was recommended for passage to action by the full commission.

VI. *Action Items:*

A. *approval of contract with Law Enforcement Psychological Services Inc. (psychological testing of peace officers for the Dept)*

C. Echavarri commented that this would allow the Dept. to come into compliance with the laws that require testing be done and encouraged the commission to approve it.

Public comment: Rich Perino, speaking for the POA, expressed concern over the application of this test by this particular firm, in regards its usage to disqualify otherwise eligible white males from such positions. Since 1987 no white male POs hired, since 1990, with 13 administrative and supervisory appointments, none have been white male. Example of how the results of the test could affect someone's employability was given. They are asking for someone to put some attention on examining how this firm is applying the test and results, and propose the Personnel Committee do this.

Richard Adkinson, a counselor at Juvenile Hall, was a person who was disqualified by this test, and not only had a PO job denied him, but found the results affecting his attempts to get other jobs... still out of a job now due to the potential employers getting information about this psych test and not hiring him.

Ulysses Madison, Local 790, opposes this test. The local had no part in deciding on it, and has no confidence in how it is being used. Requested the commission scrutinize every aspect of this question.

A vote on the motion to approve the contract was called:

C. Clay:	Yes	C. DeMartini:	Yes
C. Rodriguez:	Yes	C. Echavarri:	Yes
C. Chan :	Yes	C. Salarno:	Abstain
C. Cook:	Yes		

The motion to approve the contract with Law Enforcement Psychological Services Inc. passed.

B. *approval of contract with National Council on Crime and Delinquency & Polaris Research & Development (continuing work to produce an assessment tool, and other projects for the Dept)*

C. Echavarri moved to approve the contract for additional purchase of the software to continue with the rest of the activities of the project.

C. Rodriguez stated that the Mayor would not approve the purchase of any hardware in the new budget so would it be wise to buy this software. C. Echavarri asked for the Dept. to give a presentation about the contract.

The Chief recounted how the original $90K funds and proposal came about, (Kaiser, SF Foundation, city subvention funds) and that the $25K for this contract had already been approved by the Mayor in the Dept's budget. The software is to automate what has already been started.... so that POs can do their paperwork easier. This item addresses the concern of public safety. The assessment will help in deciding proper programming for youth in the system. The commission should approve it.

Public comment: Mel Askins, Juvenile Probation. cites that NCCD doesn't work directly with youth in the hall, and claims they don't know much about the problems POs face. It isn't an issue of being able to identify the youth and what they need, it is to get the tools to deal with the problems. The Dept. needs to have a SHOP program and a D.A. to prosecute supplemental petitions.

Rich Perino of the POA, distributed an example of an NCCD inspired intake form used by the Dept. to decide on detention of youth in the hall. His conclusion is that the criteria made no sense.

Amy Exnicios, Supr. PO, also spoke against having money spent on producing forms to evaluate POs, and advocated for more support of staff.

Chief Jordan stated that "overrides" allow intake workers to not apply the detention criteria blanketly. He repeated the importance of this as a public safety issue, and the obligation to the other funders, to push this forward and complete the work. He raised the image of credibility of the Dept, and the Commission if they do not approve it.

C. Rodriguez asked what the composition of the MDT was. The team will consist of the clinical staff, mental health and education staff, probation staff as a minimum. The NCCD is working with the staff to determine who should be on the MDT. The Chief said that the Dept doesn't have the technical knowledge to put together an MDT. NCCD did not force themselves on the Dept. The Dept. asked them in. They won the bid. C. Rodriguez asked about a placement team (meaning the team charged with coming up with dispositional recommendations), and asked why the new MDT couldn't be comprised of the same people in the placement team.

C. Clay asked why in year three the need for the additional money, when 3 years ago the Dept. didn't intend to come back and ask for another $25K. C. Cook echoed that initially the $90K was thought to be adequate for full operation of the plan, but Cheyenne Bell said that it was not a realistic estimate. During the course of the process of getting money, about $40K of AB90 was lost. The Commission then knew the need of additional $25K was coming along. C. Echavarri reaffirmed this.

A vote on the motion to approve the contract was called:

C. Clay:	No	C. DeMartini:	No
C. Rodriguez:	No	C. Echavarri:	Yes
C. Chan :	Yes	C. Salarno:	No
C. Cook:	No		

The motion to approve the contract with National Council on Crime and Delinquency & Polaris Research & Development failed to pass.

C. *approval of resolution to accept and expend AB 799 funds, to subsidize Log Cabin Ranch programs.*

C. Cook moved to approve   C. Salarno seconded

C. Echavarri encouraged the commission to accept the funds and separate the issue of what kinds of program will be funded with the money, to be dealt with later. The Chief also agreed that it is necessary to move forward on accepting the funds so that when programs are ready the funds can be accessed immediately. He emphasized that this was a public safety issue. Next year there's another $310K coming, totaling $610K to be used. C. Rodriguez is still concerned that the types of programs being described by the Dept. do not conform with what is expected in the legislation.

Public Comment: Rich Perino of the POA disagrees. Already $400K of aftercare programs that are not fully utilized. Placement costs the county about $1500/mo. if there were more support for ranch staff less would have to be used in placement. No need for more community based programs.

Rick Hyland raised the issue of privatizing LCR, saving millions of dollars for the county. Which would allow POs to be put into the communities, along with counselors. He passed out copies of a document he wrote regarding this.

Ulysses Madison, local 790, suggested rewriting the motion to read only to accept the AB 799 funds. The Chief says that the language is standard.

President Clay expressed his deep concern for the potential of the Dept pre spending funds without the Commission's approval. He further recounted his displeasure with the department's process in regards the NCCD contract. A point of order was called by C. Echavarri, and discussion returned to the original motion.

C. Echavarri asked whether there were city restrictions on new hires (having heard many comments about using the funds to hire more staff) and the response was that even with the freeze on, there are means to allow new hires.

Cheyenne Bell outlined a very complicated process of getting a resolution from the Bd of Supes if the JPC only passes a resolution to accept funds. The Dept. reaffirmed that it cannot spend funds without the approval of the Commission.

C. Salarno moved to changed the language of the resolution to only read accept the funds. The Chief was asked if there was a danger in losing the funds if the Dept did not come back with approval for acceptance of the funds and the Chief guessed that as with many other funding sources, if you don't use the money they would take it back.

C. Chan proposed a motion that read: motion to approve a resolution to accept and expend AB 799 funds with the proviso that all Log Cabin Ranch programs funded bbe approved by the Commission.

A vote on the motion to approve the resolution as read was called:

C. Clay:	Yes	C. DeMartini:	Yes
C. Rodriguez:	Yes	C. Echavarri:	Yes
C. Chan :	Yes	C. Salarno:	Yes
C. Cook:	Yes		

The motion to approve the acceptance and expenditures of AB 799 funds, with proviso, was passed.

VII. *Discussion Items: taken out of order*

A. *Hidden Valley Ranch update, plans for possible use*
Ace Tago reported that CYA indicated an interest in possibly leasing the ranch with a management company from the east coast, for use by northern California wards. No current details. There is no current belief that any one county could fully utilize a 100 bed facility like Hidden V alley. Renting it out; the impact would be about $800K in rent to the county, based on the experience of renting to adult probation in the past.

C. Salarno's understanding of the Commission's request of the Chief was that it wanted to know what plans the Dept had to utilize the ranch; a description of program options, etc.

The Chief responded that such an idea was advanced in the concept of a regional boot camp, supported by Federal and State funds. But this would be a few years away. In the meantime it could be advantageous to lease the facility to others until such time that the Dept could fiscally run it.

C. Clay re stated it was the interest of the Commission that programming options be investigated and reported back to the Commission. The Chief reminded the Commission that no matter what programs were available, there was no control over what the courts decided as placements. That they control who might go to the ranch and so no guarantee that the programs/ranch would be fully utilized. The $200K cost of opening up the ranch and the extra $1to $3 million to bring it up to code. may not be worthwhile.

C. Chan believes in the regional approach, and ask to inquire with Judge Ertola and Low to discuss with other county agencies the potential of the regional approach to use.

C. Rodriguez agrees, and sees the potential of having full use of the ranch. C. Cook reminded the Dept. that contracting of placements from different counties already occur, as in SF contracting with San Mateo Co. This could do the same thing. C. Echavarri warned against Commissioners making policy comments regarding use of Hidden Valley Ranch. She is personally opposed to such proposals without specific facts and figures that support such policies. She was placed on record as being opposed.

B. *Log Cabin Ranch update/hiring of the new Director*
The Chief reported that offers for the Directorship were made to 3 candidates, and were declined. There remain 2 viable candidates, who are current Dept. staff, Interviews are scheduled in the next 10 days to see if any other offers will be made.

C. *AB 799 update (State funds to subsidize county ranches, camps, forestry camps)*
Since this was an action item and discussed thoroughly, it was dispensed with in discussion.

VIII. *Comments by Commission President.*
No comments, but committee appointments. Program committee: add C. Frank Cook Finance: no changes Personnel: add C. Frank Cook, C. Harriet Salarno, Chair, C. Don Clay removed

IX. *Public Comment.*
Ruth Cowan expressed concerns about the process of getting the state funds to do Camp Challenge, whether the state knew what the money was going to be applied to.

Marsha Goldberg, a psychologist at the hall. Her comments regarded the diminution of mental health services at the hall and said that individual staff would like to contact commissioners individually and talk about it.

Ulysses Madison, local 790. Concerns for due process issues for staff. Since June 93 and even before, counselors face extreme conditions surrounding their employment. Many have been terminated, allegedly for cause, but as exampled by Counselor Maurice Ellis, such actions have been thrown out as unwarranted. He also had comments about assaults on staff. He says nothing is being done to better protect the safety of staff. Citing comments from D. Mead on radio 740, that assaults basically "come with the turf" -- to mean that nothing much could be done about it-- Madison disagreed.

Alan Jones read from a letter he wrote to Don Clay expressing his concerns about discipline policy and terminations and the climate of fear caused by administration. He asked the Commission to immediately evaluate the fitness of an administration that takes such actions against staff.

Aimee Exnicios says that the court is influenced in its disposition decisions by the Dept. She mentioned DDAP, which the dept. supports and refers to. In regards to Hidden Valley, she suggests cutting out-of-state placements in favor of using Hidden Valley. Contractual services for other counties, at Hidden Valley would also help in costs. Finally, a facility for younger, less sophisticated youth is needed. Need services for 777 statute cases. She asks by what authority the county uses either ranch property now. She has not seen any document by which such permission is given.

Hassan Shareef, research analyst for local 790, speaking for Maurice Ellis. stated that Mr. Ellis is having difficulty getting his backpay. He said he will address the issue of due process for staff at a later time.

The city attorney states that Mr. Ellis' situation is a matter for pending litigation.

Granville Hogg asked if the Business Manager's position was ever posted at the hall or at city hall. He stated that the Dept. should begin a policy of promoting from within, in regards to the Director of Log Cabin Ranch. He says that the two viable candidates who are currently staff; should be given great consideration for this job. He is also concerned that the safety of the staff in B5 is greatly endangered by not having better policies and practices. He says that the Dept. is "putting on window dressing" to appear to be complying with accreditation standards.

Kirk Edwards, local 790, expressed his disapproval of use of overtime to hire counselors to paint juvenile hall. He questioned why successful black counselors on a list for PO did not get called for jobs.

Maurice Ellis gave a very emotional presentation of the situation he was put through in the past 8 month, and what it has done to him and his family.

Rick Hyland reminded the commission that there are a lot of facts which show the Chief's refusal to protect the rights of the youth or the staff, and revisited the charter statements that show the commission's powers to manage the Dept. He encouraged the commission to act on this.

Greg Mendiola, VP of the POA, commended counselors in the cottages for the difficulties they face daily. He encourages all counselors to come to their meetings on Thursday from 12-1pm. in the conference room to talk over problems and help each other.

X. *Comments From Commissioners.*

C. Cook empathized with the comments of the counselors and others who expressed the concern for the safety in the hall. He restated his recognition that the commission has the responsibility of reviewing the policies regarding this issue, both for the sake of staff and youth.

C. Chan thinks it is a good idea to review the manual regarding personnel policies/procedures, and C. Clay suggests the Personnel Comm. take this up.

C. Echavarri: none

C. DeMartini expressed the need for more reports and information regarding issues in the Dept.

C. Rodriguez: he asks if the commission ever got a report about the B5 lockdown, and C. Clay responded that the Chief has been given a directive to get such information to the commission, including this report.

The Chief responded that the comments the commission hears about labor/management are one sided and they need to stay clear of such issues.

C. Clay reiterated that the commission needs information in order to make informed decisions. He stated that he has received no reports, whereas C. Chan used to be called. The Chief said that he didn't know just which reports the commission wanted. But it appears that the commission wants all information.

C. DeMartini asks if before any personnel action is taken, is it possible to get reports to the commission about the impending action. This would allow the commission to feel knowledgeable about the issues and actions of the Dept. The Chief suggests he come to the Program Committee to report on a monthly basis about events/actions happening in the Dept.

C. Salarno: wanted to have a report on the B5 lockdown and why the Dept. is going after ACA accreditation and not state certification.

XI. *Adjournment.*

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CITY & COUNTY OF SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF SPECIAL COMMISSION MEETING

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☛ PUBLIC HEARING

WEDNESDAY, JUNE 22, 1994, 4:00 PM
Youth Guidance Center Cafeteria
375 Woodside Avenue
San Francisco, CA 94127

AGENDA

I. PUBLIC HEARING ON JUVENILE JUSTICE TASK FORCE REPORT

  A. Roll Call
  B. Public Comment

II. Adjournment

All interested and concerned individuals/groups are encouraged to attend and present testimony regarding any aspect of the Task Force's Report.

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Meeting proceedings available in alternative formats.
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City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

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JUVENILE PROBATION COMMISSION

June 22, 1994

The Minutes of this meeting are missing.

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City and County of San Francisco
Juvenile Probation Commission

C. Don Clay, President
Peter Rodriquez, Vice President
gnes Chan, Commissioner
rank L. Cook, Commissioner
speranza Echavarri, Commissioner
ugene V. DeMartini, Commissioner
arriet Salarno, Commissioner

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

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NOTICE OF SPECIAL MEETING

This meeting will be held in three parts: 1) Open session providing for roll call and public comment. The Commission will consider and take possible action to dismiss the Chief Probation Officer. 2) Closed session (possible) to appoint an interim Chief Probation Officer in the event the Chief Probation Officer is dismissed. 3) Open session (possible). In the event the Commission takes action to appoint an interim Chief Probation Officer, the Commission will return to open session to announce the appointment, and roll call vote.

Friday, July 1, 1994 2:00pm
Youth Guidance Center Cafeteria
375 Woodside Avenue
San Francisco. CA 94127

AGENDA

I. OPEN SESSION
  A. Roll Call
  B. Public Comment.
  C. Consideration of and possible action to dismiss Chief Probation Officer.

II. CLOSED SESSION TO:

In the event the Chief Probation Officer is dismissed, appointment of interim Chief Probation Officer.
This closed session will be held pursuant to Government Code section 54957: PUBLIC EMPLOYEE APPOINTMENT/HIRING: Interim Chief Probation Officer.

III. OPEN SESSION

In the event an interim Chief Probation Officer is appointed, the Commission will reconvene in public to announce the appointment and roll call vote.

IV. ADJOURNMENT.

Sound enhancement system provided with advance notice. Accessible parking available behind YGC Administration Building. Accessible seating for persons with disabilities. American sign language interpreters available upon request with advance notice. Meeting proceedings available in alternative formats. The closest accessible BART station is Glen Park to the 44 Muni Line. Accessible Muni lines from the Forest Hill Station are the 36, 44, and 52 lines. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

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7/1/94 cancelled
7/15/94 rescheduled

City and County of San Francisco
Juvenile Probation Commission

C. Don Clay, President
Peter Rodriquez, Vice President
Agnes Chan, Commissioner
Frank L. Cook, Commissioner
Esperanza Echavarri, Commissioner
Eugene V. DeMartini, Commissioner
Harriet Salarno, Commissioner

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

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NOTICE OF POSTPONEMENT OF SPECIAL MEETING

Originally scheduled for

Friday, July 1, 1994 2:00pm
Youth Guidance Center Cafeteria
375 Woodside Avenue
San Francisco, CA 94127

RESCHEDULED FOR FRIDAY, JULY 15, 1994 2:00PM

This meeting will be held in three parts: 1) Open session providing for roll call and public comment. The Commission will consider and take possible action to dismiss the Chief Probation Officer. 2) Closed session (possible) to appoint an interim Chief Probation Officer in the event the Chief Probation Officer is dismissed. 3) Open session (possible). In the event the Commission takes action to appoint an interim Chief Probation Officer, the Commission will return to open session to announce the appointment, and roll call vote.

AGENDA

I. OPEN SESSION
   A. Roll Call
   B. Public Comment.
   C. Consideration of and possible action to dismiss Chief Probation Officer.

II. CLOSED SESSION TO:
   In the event the Chief Probation Officer is dismissed, appointment of interim Chief Probation Officer.
   This closed session will be held pursuant to Government Code section 54957: PUBLIC EMPLOYEE APPOINTMENT/HIRING: Interim Chief Probation Officer.

III. OPEN SESSION
   In the event an interim Chief Probation Officer is appointed, the Commission will reconvene in public to announce the appointment and roll call vote.

IV. ADJOURNMENT.

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City and County of San Francisco
Juvenile Probation Commission

C. Don Clay, President
Peter Rodriquez, Vice President
Agnes Chan, Commissioner
Frank L. Cook, Commissioner
Esperanza Echavarri, Commissioner
Eugene V. DeMartini, Commissioner
Harriet Salamo, Commissioner

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

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NOTICE OF REGULAR COMMISSION MEETING

5:30 PM, Wednesday, July 13, 1994
Youth Guidance Center Cafeteria
375 Woodside Avenue

AGENDA

I. Roll Call

II. Review of minutes of regular meeting of June 8, 1994

III. Chief Probation Officer's Report.

IV. Committee Reports: Program Committee
Personnel Committee

V. Action Items:

A. Selection of a site for next quarterly meeting in a community location

VI. Comments by Commission President.

VII. Public Comment.

VIII. Other Business

IX. Adjournment

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(revised)

City and County of San Francisco
Juvenile Probation Commission

C. Don Clay, President
Peter Rodriquez, Vice President
Agnes Chan, Commissioner
Frank L. Cook, Commissioner
Esperanza Echavarri, Commissioner
Eugene V. DeMartini, Commissioner
Harriet Salamo, Commissioner

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

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RECESSION OF REVISED NOTICE OF REGULAR COMMISSION MEETING

5:30 PM, Wednesday, July 13, 1994
Youth Guidance Center Cafeteria
375 Woodside Avenue

The revised agenda which indicated a closed session to discuss personnel issues affecting the position of Chief Probation Officer is rescinded and the original agenda for the July 13, 1994 meeting remains in place. (See below).

REVISED AGENDA

I. Roll Call

II. Review of minutes of regular meeting of June 8, 1994

III. Chief Probation Officer's Report.

IV. Committee Reports: Program Committee
Personnel Committee

V. Action Items:
   A. Selection of a site for next quarterly meeting in a community location

VI. Comments by Commission President.

VII. Public Comment.

VIII. Other Business

IX. Adjournment

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City and County of San Francisco Juvenile Probation Commission
Minutes of July 13, 1994 Regular Meeting

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I. *Meeting Convened at 5:30pm*

With the exception of Commissioner Cook, all Commissioners were present. Commissioner Cook arrived at 5:39pm.

II. *Review of minutes of regular meeting of June 8, 1994*

C. Chan pointed out some inaccuracies in the minutes. On page 4, comments attributed to her regarding Hidden Valley should more accurately read that she had talked to Judges Ertola and Low from the Task Force and agreed that they should look into what kind of joint operation could be done at Hidden Valley where the bulk of the costs are shouldered by a combination of federal, state, and other counties' money.

C. Chan also pointed out that the record of the vote on the Law Enforcement Psychological Services contract showed C. Salarno abstaining. C. Chan said that this was not allowed as per the Commission rules. C. Rodriguez said that he instructed C. Salarno at the time to change her vote to yes, in order to comply with the rules, and she did so. It was not picked up in either the tape recording nor the secretary's notes. C. Salarno's vote is herewith recorded to reflect a yes vote on the issue.

C. Chan had one other issue with the minutes of the personnel committee, June 16. C. Clay asked her to withhold comment until other business was dealt with at the end of the meeting.

III. *Chief Probation Officer's Report.*

Chief Jordan said that the Dept. has gotten DPW to agree to paint the exterior of the administration building (in the next 30 days), funds coming from remaining funds that were earthquake funds for work arising out of the '89 quake. He reported that there was a representative from the Dept. of Justice out here looking at Log Cabin Ranch and remarked positively about its operation, especially the horticulture (which derives some of its funds from federal funds, via SF State College), and mentioned that with the inclusion of the boot camp and aftercare program, it might be looked upon as a model for other ranch programs in the nation.

Chief Jordan also announced the recent hiring of Doug Gagliardo, from San Diego, as the new director of Log Cabin Ranch.

IV. *Committee Reports: Program Committee*

C. Echavarri reported on the meeting of this day where the committee did discuss further with Dept. representatives the concept of the bootcamp program to be started with AB 799 funds. Among the several concerns and questions remaining were the nature of the term "militaristic" and well structured, and if the Dept's design (as described in the draft RFP) met with legislative intent. As there was not a quorum at the time, the discussion was for just that purpose, discussion.

There was a short report given by the Secretary regarding the activities of the Youth Advisory Board (see minutes of program committee meeting), and C. Echavarri mentioned that the Secretary would assume the role of working with the YAB, for the Commission, and report back to the Commission when the youth themselves could not.

Personnel Committee

C. Salarno reported that the committee held a June 17 meeting to discuss/review what evaluation measures were being used in performance review of the Chief Probation Officer. C. Salarno mentioned that after arriving at the decision for a merged document (from two separate sources) a new meeting was called for June 23. At the request of the CPO, this meeting was postponed. Another meeting was scheduled for July 1, but was canceled, and the most recent scheduling of a meeting for July 15 (Friday) is presently in limbo.

C. Echavarri added that she was also at the June 17 meeting, and said that the committee approved using the evaluation instrument developed from the meeting with Anne Godfrey of the Human Resources Dept. on April 30, 1993.

C. Chan further added that the document referred to by C. Echavarri was to be merged with the management performance appraisal report document from civil service.

Both Commissioners said that they did not receive a copy of the minutes of the personnel committee proceedings.

V. *Action Items:*

A. *Selection of a site for next quarterly meeting in a community location*
The Commission presented two potential sites for the next meeting to be held in a community location, as required by the Commission's Rules of Authority. The secretary was instructed to investigate both the Southeast Community Center on Oakdale, and also the Richmond Police Station. If both are possible, maybe they could be the next two community site meetings, the first to be slated in Sept.

VI. *Comments by Commission President.*
C. Clay began by saying that the meeting originally scheduled for the 15th has been canceled. He said that the cancellation was not due to the hearing held by Supervisor Willie Kennedy, nor because it was in violation of any law or ordinance. Regarding all previously scheduled meetings, C. Clay said that all diligence was exercised in the setting up of those meetings, with advice from a city attorney, and so he was not worried that they were decided upon in violation of Brown Act or Sunshine Ordinance. He mentioned that the office received a call yesterday (Tuesday) from a Supervisor's office asking if the Friday 15th meeting had been canceled yet. He was disturbed about this because he had not communicated to anyone other than some Commissioners about this potential, and so the fact that someone else had indicated such implied knowledge, it must have come from one of the Commissioners. He reminded all Commissioners that according to the rules of the Commission, only the President was the authorized spokesperson for the Commission. He mentioned seeing comments in the media from some Commissioners and suggested that this was in violation of those rules.

He cautioned all Commissioners to adhere to that rule, to remain open minded and not express any comments or opinions which would preclude their being able to participate in any upcoming proceedings. He reminded each that only an objective perspective, free of prejudice would do justice to the process, and result in the best outcome.

C. Clay again said that there have been no violations of the Brown Act or Sunshine Ordinance and invited anyone who had evidence to the contrary to bring them forth. But he also asked that they stop practicing slander and innuendo because all that does is create conflict. He urged everyone's patience and fair mindedness in the process and said that conflict is not what we need.

VII. *Public Comment. (apologies are extended to speakers who are mis identified, but they failed to sign in and be correctly noted)*
Rev. Boyken (spelling?) from Third Baptist Church spoke in support of Chief Jordan, and asked the Commission to do likewise.

Mary Varalli of the psych program in the hall spoke in support of Chief Jordan, saying that the Dept was fraught with racism and male chauvinism when she first came there 4 years ago (she read from a copy of a 1990 memo --anonymous-- which contained references to various ethnic/racial groups in the dept) but that since that time much has been done to make the work situation better for Latinas and women generally. She also said that more services were available to monolingual youth --Spanish speaking especially. She voiced a concern that the "word" in the hall is that Don Clay is going to cast a vote against Fred. Don replied that if she hasn't heard "it" from him, she hasn't heard it. She continued that even if it was pure gossip and rumor, the fact that such rumor is traveling around the hall is negative. She re iterated her support of the Chief.

Rich Perino of the POA said that he read comments in an article in the SF Weekly, attributed to C. Echavarri, which were disparaging remarks meant to personally discredit certain individuals in the Dept.

Joe Tanner, a counselor in the hall, said that none of the talk in the hall can be attributed to comments made by Don Clay. He said that if anything, such feelings may be from talks had with Kirk Edwards, but not Don Clay.

Alfredo Bojorquez of RAP said that the two sides should stop bickering and sit down to iron things out. He suggested that the JPC sit both parties down to resolve differences in the interests of the youth in the hall.

Margaret Brodkin of Coleman Advocates says that its been a confusing process, with a meeting set and then canceled. She feels the Commission needs to move ahead with other issues, and expressed her support for the Chief. She believes this whole series of events surrounding the Chief is exacerbated by the Mayor and the Commission and is purely political. She expressed that it is an embarrassment to the Commission, and a disservice to the Dept, and that the issue is larger than just the Chief. She was concerned for having a Dept which would be able to implement recommendations which took decades to reach, a Dept. which practices "state of the art" correction standards. She alleged that the Mayor's behind the scenes influence on the Commission to interfere with the Chief's ability to do his job has caused the chaos she sees now. She encourages the Commission to allow the Chief to take some leadership, give him guidance and stop trying to fire him. She feels the Commission is not dealing with important issues in the Dept.

Mel Askins, a Probation Officer of 25 yrs, read from a prepared statement (copy not given to the Commission). He complained of the influence of the "children's lobby" led by the Coleman Advocates which has attempted to divert programs and funding from the institution to the community. He says they do not have any experience in corrections, but still want to politicize the management of this Dept and the judiciary. He referred to the juvenile hall intake criteria created by NCCD which allowed the release of youth picked up with a loaded gun, and dope. There is a system of no consequences or accountability for hardcore recidivist offenders. He says that juvenile hall is more jail like now than when he began. He stated that the probation division needs more staff, they are currently an intake unit, but they will soon be freed up to do more supervision. Private placement division has been making poor referrals (inappropriate youth being put in out-of-home placement and not more restrictive settings. Supervision division cannot effectively do their jobs because the DA does not have staff to do supplemental petitions to enforce violations. The intake division is short staffed and the whole Dept. has little clerical support.

Various other comments questioned the ethical correctness of having "outsiders" who seem to have negative attitudes toward Dept. staff, outsiders who have other agendas he believes are anti- the Dept. He claims the failed management policies of the current administration, and lack of enforcement of probation violations, need to be taken care of by the Commission, without being sidetracked by the cries of racism.

Mildred Singh, counselor for 13 yrs, supports the Chief. She expressed disappointment that the Commission never asked the staff what their needs are. Rather, youth remarks are taken at face value and when notice gets back to them, their day is made very hard. She invited the Commissioners to come to the hall and talk to them.

Damone Hale, Community Defenders Program, talked about a youth that ended up at CYA for 10 yrs 8 mos. He said he saw the same report about the youth year after year (supposedly from a PO?) which had very little change in it. He says this reflects an overloaded system, and that the problem is not Fred Jordan. He encouraged the Commission to help find more funding for the Dept. more support for the POs. He also said that POs that have been there for years are entrencthed, with no interest in changing. He says that Fred Jordan wants change and that is why POs have a problem with him.

Rev. Wehr (sp?) from 3rd Baptist, Chaplain of San Bruno jail, spoke in favor of the Chief.

Jose ( ) talked about a program he is working with, and how Fred Jordan is supporting their work, and how they support the Chief.

Granville Hogg commended C. Echavarri for bringing up her concerns at the Board of Supervisor's committee meeting (W. Kennedy, chair). He referred to the suggestion that if a dismissal process for Fred Jordan is undertaken, there should be at least a 30 day advance notice, so the public could participate. He also mentioned that the Committee alluded to giving the Sunshine Task Force the duty of looking into whether the ordinance was violated by the JPC. He wanted to know when the JPC would act on the Juvenile Justice Task Force's recommendations. And finally he said that he hoped the problem of communication between the Chief and the Commission is cleared up, and he finished by saying that the Chief has a "class act."

Marsha Goldberg of the psych unit thinks the Commission needs to set up a process whereby concerns such personnel issues can be resolved at the mediation table in-house. She also referred to a study which indicated that youth who are placed in more home like settings tend more not to be adult offenders.

Amy Exnicios of Probation Dept. wants to see less "influence" by organized religious organizations. She commends POs in the main for doing a basically good job, but acknowledged that POs cannot/do not sit back and applaud themselves. Recidivism is still a reality. She went on to say that the idea that being a longtime civil servant makes one immune to change. She doesn't agree. She said that no matter what process is followed to deal with problems in the Dept. there needs to be one person held accountable in the end, and that is the Chief Probation Officer. She commented that the Jefferson report and recommendations were influenced by not the general community but vested interests in certain communities. She called the plan a defective one.

Hugh Washington urged the Commission to settle the issue of Fred Jordan. It should do what the Commission does, settle it and move on, don't drag it out. He said a person he knew who worked in the hall thinks it is much better now, that it used to be a stockade. Mr. Washington thinks that when this issue is settled, those "backbiters," "snipers" at Chief Jordan, should be disciplined if they can't get their acts together. He complained about the snide and behind the back comments various staff seem to be flinging about. He wants this thing settled so that "we" can get down to juvenile probation business.

Greg Mendiola, of POA, supports CBAs in their work with juvenile probation youth. He reminded everyone that the people working in the Dept. really care about kids, but sometimes with the politics of the job they may lose sight of that idea. He doesn't want people to think that POs just want to lock up kids, but that they just want youth to be held accountable.

Terry Twing wanted to let the Commissioners know how to catch a re braodcast of the Bd Committee meeting, on channel 54 (call 557 4293). He said that C. Echavarri indicted the Commission and other Commissioners of violations of Brown Act and Sunshine Ordinance, at the meeting.

VIII. *Other Business*

C. Clay asked Commissioners for an agreeable date for a special commission meeting, with legal counsel to discuss matters of potential pending litigation. It was decided for Thursday, July 21st, at 5:00pm to be the time of the closed session, at the YGC conference room.

C. Echavarri expressed her concern regarding the recent difficulty of getting timely meeting notices (referring to the June 17 personnel committee), and saying that it was probably even more difficult for the public to get the same. She said that the testimony from the Bd. of Supes meeting yesterday indicated that the public has a great concern about getting access to the meetings, so C. Echavarri has consulted extensively with Amy Ackerman (city attorney) about posting of meetings, and the legality of them. She is also concerned that the Commission understands the ramifications of the Brown and Sunshine acts. She believes that the Commission needs ongoing consultation so it does understand the acts. She is requesting, through the Chair, that Louise Renne appoint a city attorney to sit at the Commission meetings and help guide the Commission during their meetings. She also wants an inservice for the Commission on the two acts so everyone does know the requirements. She wants to have a discussion calendared at the next Commission meeting to have a full explanation of what the process was that led to the various meetings being scheduled and rescheduled. C. Echavarri was very moved by the public testimony at this meeting, and she laments that the situation in the Dept. has been politicized at the expense of the youth.

In response to comments about Commissioners speaking to the media, C. Echavarri says she has never discussed anything with the media at anytime, before June 17. After she heard the Chair of the Personnel Committee making disparaging remarks about the Chief, on KCBS, C. Echavarri checked with the city attorney and was told that any individual Commissioner has the right to speak as an individual. C. Echavarri will respect the President's caution, but will exercise her own judgment when situations occur which demand for her input.

She requests a Finance Committee meeting be set so that issues about the Dept. budget can be discussed.

C. Chan will not be able to attend the August Commission mtg. or any other meeting that week.

There was no further comment, or business.

IX. *Adjournment: Meeting was adjourned at 7:10 pm.*

City and County of San Francisco
Juvenile Probation Commission

C. Don Clay, President
Peter Rodriquez, Vice President
Agnes Chan, Commissioner
Frank L. Cook, Commissioner
Esperanza Echavarri, Commissioner
Eugene V. DeMartini, Commissioner
Harriet Salarno, Commissioner

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

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NOTICE OF SPECIAL MEETING

Friday, July 15, 1994 2:00pm
Youth Guidance Center Cafeteria
375 Woodside Avenue
San Francisco. CA 94127

This meeting will be held in three parts: 1) Open session providing for roll call and public comment. The Commission will consider and take possible action to dismiss the Chief Probation Officer. 2) Closed session (possible) to appoint an interim Chief Probation Officer in the event the Chief Probation Officer is dismissed. 3) Open session (possible). In the event the Commission takes action to appoint an interim Chief Probation Officer, the Commission will return to open session to announce the appointment, and roll call vote.

AGENDA

I. OPEN SESSION
  A. Roll Call
  B. Public Comment.
  C. Consideration of and possible action to dismiss Chief Probation Officer.

II. CLOSED SESSION TO:
  In the event the Chief Probation Officer is dismissed, appointment of interim Chief Probation Officer.
  This closed session will be held pursuant to Government Code section 54957: PUBLIC EMPLOYEE APPOINTMENT/HIRING: Interim Chief Probation Officer.

III. OPEN SESSION
  In the event an interim Chief Probation Officer is appointed, the Commission will reconvene in public to announce the appointment and roll call vote.

IV. ADJOURNMENT.

Sound enhancement system provided with advance notice. Accessible parking available behind YGC Administration Building. Accessible seating for persons with disabilities. American sign language interpreters available upon request with advance notice. Meeting proceedings available in alternative formats. The closest accessible BART station is Glen Park to the 44 Muni Line. Accessible Muni lines from the Forest Hill Station are the 36, 44, and 52 lines. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

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City and County of San Francisco
Juvenile Probation Commission

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Peter Rodriquez, Vice President
Agnes Chan, Commissioner
Frank L. Cook, Commissioner
Esperanza Echavarri, Commissioner
Eugene V. DeMartini, Commissioner
Harriet Salamo, Commissioner

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

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Notice Of Cancellation Of Special Meeting

Friday, July 15, 1994 2:00pm
Youth Guidance Center Cafeteria
375 Woodside Avenue
San Francisco. CA 94127

The meeting of the Juvenile Probation Commission, originally scheduled for the above date, has been cancelled until further notice

SF
J89
#1
7/21/94

City and County of San Francisco
Juvenile Probation Commission

C. Don Clay, President
Peter Rodriquez, Vice President
Agnes Chan, Commissioner
Frank L. Cook, Commissioner
Esperanza Echavarri, Commissioner
Eugene V. DeMartini, Commissioner
Harriet Salarno, Commissioner

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

NOTICE OF SPECIAL MEETING

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CLOSED SESSION

Thursday July 21, 1994 5:00pm
Youth Guidance Center Conference Room
375 Woodside Avenue
San Francisco, CA 94127

This meeting will be held in three parts: 1) Open session providing for roll call and public comment. 2) Closed session for the Commission to discuss potential litigation with legal counsel. 3) Open session to discolse any action taken and roll call vote and/or to vote on whether to disclose any portion of conference with legal counsel.

I. OPEN SESSION
   A. Roll Call
   B. Public Comment.

II. CLOSED SESSION TO:
CONFERENCE WITH LEGAL COUNSEL -- ANTICIPATED LITIGATION
Number of Potential Cases: One

__X__ As defendent ______ As plaintiff

This closed session will be held pursuant to Government Code section 54956.9 (b).

III. OPEN SESSION
If the Commission takes any action, the Commission shall report on the action taken and the roll call vote. The Commission shall vote on whether to disclose any portion of discussion with legal counsel.

IV. ADJOURNMENT.

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City and County of San Francisco Juvenile Probation Commission
Minutes of July 21, 1994 Special Meeting

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4

I. Meeting Convened at 5:39 pm

II. A. *Commissioners present:*

C. Don Clay (Pres.), Peter Rodriguez (VP), Esperanza Echavarri, Harriet Salarno, Agnes I. Chan, Eugene DeMartini (Frank L. Cook is excused, out of town)

B. *Public Comment.*

Rich Perino, PO, referred to a newspaper account of the issue at hand. He referred to a case, Gray vs Gustine, which he felt had relevance to the Commission's issue. He mentioned that in the past, whenever the POA tried to invoke this case in support of their cases, the city attorney has always refused to recognize the citation's applicability. If the city uses it now in support of Fred Jordan, it would be an unfair application. Perino went on to mention another issue; a Bd of Supervisor meeting regarding the August escapes of youth, where Lori Giorgi and the city attorney expressed great support and admiration of Fred. He also said that he remembers the city attorney expressing a major concern that whoever they found as the CPO (at the time they were searching), that person would have to be ready to settle the Youth Law Center lawsuit. Of course it was settled, and money was given to the YLC, and the conditions have not been met to this day. He offered that the close relationship between Fred and the city attorney should lead the city attorney to declare a conflict of interest and recuse itself from representation.

Granville Hogg: if the Commission doesn't "dehire" Fred Jordan, then it would set a precedent for others in the city to make similar claims of due process against the city and tie up their cases in Sunshine Ordinance debate. Mr. Hogg showed a letter from John Taylor (clerk of the Bd of Supervisors) asking the Sunshine Task Force to look into the question of the JPC's possible violation, but they couldn't do anything if there were no specific charges or incidents referred to.

He said that the city was not afraid of lawsuits, because at any one time they may have 2000 suits pending against them, so this should not be a concern of the Commission. He referred back to Fred and said how he's been a good person, did the job to the best of his ability, but that now it was time for a change. He has paved the way for other "minority" individuals to take over, just like his own (Mr. Hogg's) experience in getting the first Black President of City College appointed. He has already opened up the road for minorities to take over the reins at juvenile hall. Mr. Hogg agrees with the Juvenile Justice Task Force's findings. There is too much baggage, and that's the case with Fred. It's time to move ahead.

Alan Jones referred to his comments in the press, and affirmed that he would be willing and able to make the same testimony in a court of law, and welcomes the opportunity to do so.

There was no further public comment. The Commission recessed into closed session at 5:44 pm.

III. *OPEN SESSION reconvened at 7:10 pm.*

C. Chan moved to not make any disclosure of the proceedings in closed session. C. Rodriguez seconded. The motion carried.

IV. *The meeting was adjourned at 7:12 pm*

8/10/94

City and County of San Francisco
Juvenile Probation Commission

Don Clay, President
eter Rodriquez, Vice President
gnes Chan, Commissioner
ank L. Cook, Commissioner
peranza Echavarri, Commissioner
gene V. DeMartini, Commissioner
rriet Salarno, Commissioner

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

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NOTICE OF MEETING

5:30 PM, Wednesday, August 10, 1994
Youth Guidance Center Cafeteria
375 Woodside Avenue

AGENDA

I. Roll Call

II. Review of minutes of program committee meeting of July 13, 1994

III. Chief Probation Officer's Report.

IV. Committee Reports: Program Committee
Finance Committee

V. Action Items:

A. Re-consideration of request for expenditure of the AB 799 funds for the Dept's Camp Challenge and Aftercare programs.
B. Re-consideration of request for expenditure of additional funds for completion of NCCD contract, to computerize the assessment operation
C. Consider request for expenditure of funds for the Intensive Community Services Program.

VI. Comments by Commission President.

VII. Public Comment.

VIII. Other Business.

IX. Adjournment

July 29, 1994

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Juvenile Probation Commission

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Peter Rodriquez, Vice President
Agnes Chan, Commissioner
Frank L. Cook, Commissioner
Esperanza Echavarri, Commissioner
Eugene V. DeMartini, Commissioner
Harriet Salarno, Commissioner

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

NOTICE OF MEETING

TO BE HELD AT A COMMUNITY SITE

5:30 PM, Wednesday, Sept 14, 1994
South East Community Facility
1800 Oakdale
San Francisco

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AGENDA

I. Roll Call

II. Review of minutes of program committee meeting of July 13, 1994

III. Chief Probation Officer's Report.
included will be a report on the Intensive Home Based Supervision Program improvements planned (due to increased allocations for '94-'95).

IV. Committee Reports: Program Committee
Finance Committee
"Mission"Committee

V. Action Items:

A. reconsideration of expenditure of AB 799 funds for the Department's Camp Challenge and Aftercare programs.
B. reconsideration of expenditure of funds for Intensive Community Services Program.

VI. Comments by Commission President.

VII. Public Comment.

VIII. Other Business.

IX. Adjournment.

Sept. 9, 1994

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City & County of San Francisco Juvenile Probation Commission

MINUTES OF REGULAR COMMISSION MEETING SEPT. 14, 1994

I. *Meeting was convened at 6:37pm.* Commissioners Salarno, DeMartini, Chan were absent. All others were present.

II. *Review of minutes of program committee meeting of August 10, 1994*
Due to the problem of recording the last meetings procedures, the passage of the minutes was tabled until they could be cleared up by the next meeting.

III. *Chief Probation Officer's Report.*
Chief Jordan had Cheyenne Bell present plaques to the RFK Fellows and spoke briefly about what they did in the time they were on board (from the summer).

Cheyenne then explained what they intended to do in increasing the intensive home based supervision contracts from $32K to $50K. The Dept. has been allocated additional funds. They will enhance and extend those programs. The Dept. will provide training to the case managers in terms of expediting the process of getting youth back into school. Some agencies are multi faceted, other smaller agencies have to contract for services outside of their own agencies, so the Dept. will provide training to them about the resources available throughout the city, and also extra $$ so they can buy other services for their youth. (purchase things like glasses, or enrolling in special programs --eg. given was arts classes). The Dept has provided training in case management to help the agencies improve the quality of services. Topics will include record keeping, how to do interviews, vocational training (help them identify the resources available and how to use them to get the youth prepared for work. The Dept will do ongoing intensive, mandatory training, and at the end the agencies will be "certified." The increased $$ will make the case managers FT.

Cheyenne mentioned a meeting with Judge Hitchens, Louise Renne, gang prevention task force, to look at how referrals to home supervision are made. They want to change it from POs making the referrals to direct referrals from the courts. The City Attorney is providing an intern to the Dept. to do probation revocations. The expectations of the providers are to help keep the youth on top of the conditions of probation. C. Rodriguez asked if the programs were under utilized. (No). Each agency has 6 youth every 6 mos. The majority of those first 6 continue into the second 6 mos. Comments were made that the programs probably are not utilized fully because of referrals from POs. C. Clay asked why these organizations cannot work with the serious offenders. Cheyenne said that by law they have to do an RFP for any new program. C. Echavarri commented that the population for the serious offenders program is different than for the other one. C. Cook asked if there is a participant characteristic summary showing the differing levels of sophistication of those in the program.

IV. *Committee Reports:*
Program Committee: C. Echavarri recapped the meeting (minutes are available upon request). The question raised by C. Rodriguez will be written and sent to the City Attorney for an opinion.
Finance Committee: C. Rodriguez briefly recounted the meeting and the supplemental maintenance budget request by the Dept. It was moved to the full Commission for the next meeting.
"Mission" Committee: C. DeMartini, Chair, was not present. C. Echavarri reported briefly. A proposed mission statement was distributed by Chief Jordan, but nothing was firmly discussed or decided upon. C. Cook thinks there needs to be much more stated than what the proposed statement contains.

V. *Comments by Commission President.*
Now it is very clear that there is really $395K in AB 799 funds, in the city's treasury. No money has been returned to the state.

People are under the wrong impression that the Chair can make motions and second motions. It is not allowed under Roberts Rules.
The Chair is committed to debate and thinks it is refreshing to have input at the Program Committee level such as took place at today's meeting. Such discussions need to be done in an open fashion. Certain speakers need to know more about individual Commissioners before they make negative personal comments about Commissioners.

VI. *Action Items:*

A. reconsideration of expenditure of AB 799 funds for the Department's Camp Challenge and Aftercare programs.

C. Echavarri moved to accept and expend the AB 799 funds for the programs proposed by the Dept. There was no second. The Chair designated the Vice President as Chair, then made the motion that expenditure of the AB 799 funds be granted with the proviso that if there are no outside funds secured for its continuance the following year, it will be discontinued, and no funds allocated for other programs will be used to continue this program. C. Cook seconded. C. Rodriguez again raised the question of whether only a person from the prevailing side of an action defeating a motion can re introduce the issue for action again. Marie Blits (city attorney) says that items can be calendared by either the Commission or Dept. and so items can be re calendared without the restrictions placed by Roberts Rules. C. Rodriguez did not challenge the calendaring power, but asked if matters could be put on the floor and who could do it. M. Blits said that anyone can put it on the floor for reconsideration.

No public comments. No Commissioner comments. The vote to accept was called.

C. Clay (yes), C. Cook (yes), C. Echavarri (yes), C. Rodriguez changed his original vote of (No) to make it unanimous. The motion passed.

B. consideration of expenditure of funds for Intensive Community Services Program.
C. Echavarri moved to accept and expend funds for the ICS program. This issue has been discussed, and a concept paper was handed out to the Commissioners previously. No previous actions were introduced or entertained before today. C. Clay reminded the Commission that an item needed to be calendared as a discussion item before it is moved to action (at the next regularly scheduled meeting). C. Echavarri said that the issue had been discussed at the regular commission meetings, especially around the time of the budget process, and in the Finance committee.

There was no second to the motion, C. Rodriguez moved to move the agenda.

VII. *Discussion Items*

Juvenile Justice Task Force report.
Discussion on this was tabled. C. Echavarri suggested to convene separate meetings or hearings of the Program Committee to look at each section of the report. C. Rodriguez asked if this was a seriatim motion (needing a separate motion for taking each section of the report in each meeting). M. Blits said that it could be a motion in whole. C. Clay agreed to have Program Committee hold such hearings, and without taking a motion directed C. Echavarri to do so.

VIII. *Public Comment.*
None.

IX. *Other Business.* None

X. *Meeting was adjourned at 7:36pm*

10/12/94

City and County of San Francisco
Juvenile Probation Commission

C. Don Clay, President
Peter Rodriquez, Vice President
Agnes Chan, Commissioner
Frank L. Cook, Commissioner
Esperanza Echavarri, Commissioner
Eugene V. DeMartini, Commissioner
Harriet Salamo, Commissioner

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

NOTICE OF REGULAR MEETING

5:30 PM, Wednesday, OCTOBER 12, 1994
Youth Guidance Center Cafeteria
375 Woodside Avenue

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AGENDA

I. Roll Call.

II. Review of minutes of regular meeting of September 14, 1994
Approval of minutes of July, August 1994 meetings

III. Chief Probation Officer's Report.

IV. Committee Reports: Program Committee

V. Action Items:
  Approval of Dept. supplemental budget request for maintenance work to comply with health and safety regulations at YGC and Log Cabin Ranch, to be requested from Bd. of Supervisors.

VI. Discussion Items:
  Ed Vasgerdsian's Parenting Program's need for access to kitchen facilities

VII. Comments by Commission President.

VIII. Public Comment.

IX. Other Business.

X. Adjournment.

(Oct. 5, 1994)

Sound enhancement system provided with advance notice. Accessible parking available behind YGC Administration Building. Accessible seating for persons with disabilities. American sign language interpreters available upon request with advance notice. Meeting proceedings available in alternative formats. The closest accessible BART station is Glen Park to the 44 Muni Line. Accessible Muni lines from the Forest Hill Station are the 36, 44, and 52 lines. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

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JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

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MINUTES OF THE OCTOBER 12, 1994 REGULAR MEETING OF THE SAN FRANCISCO JUVENILE PROBATION COMMISSION

I. *Meeting was convened at 5:55pm.* All Commissioners, with the exception of Eugene DeMartini were present.

II. *Review of minutes of regular meeting of September 14, 1994 . Approval of minutes of July, August 1994 meetings*
C. Rodriguez moved to approve the July 13 minutes. Seconded by C. Cook. The minutes were passed with a 5-2 vote. There were questions raised by C. Chan regarding receiving minutes. C. Cook moved to approve August 10 minutes, seconded by C. Rodriguez. The minutes were passed with a 5-2 vote. C. Chan did not get a chance to read the Sept. minutes in time, nor in clear fashion (some missing pages, or duplicated others), so she was not prepared to vote on passage. There were other concerns regarding the minutes, so a vote on approval was tabled until the next meeting. C. Chan asked that her commission mail be sent in envelopes.

III. *Chief Probation Officer's Report.*
Chief Jordan introduced three members of the audience as very interested and concerned neighborhood residents, all part of St. John's Church, and who introduced themselves individually (Lorraine Howell, Valerie O'Brien, --name inaudible).
Ace Tago reviewed the budget finalization. He mentioned about $540K of ADA work to be done to comply with handicap requirements. The rest of the maintenance budget for maintenance is: $173K for YGC , $22K for Log Cabin, $14K for Hidden Valley. There is no final report on the budget coming from the Mayor's yet. Maybe next week.

C. Rodriguez asked the Chief to explain the escape incidents he had heard about. Melinda Mills mentioned one youth running from the courtroom, and two from the airport. The youth in court, on a 777, was not in custody but when hearing the judge talk about detaining him, bolted from the courtroom. He was captured later. Two girls being transported to a plane for an out of state, out of home placement, bolted. They were in the Dept.'s custody, but under control of a transportation officer. One had been caught, the other has yet to be.

Chief Jordan described a stabbing incident in B5 on Oct. 7, in the morning, between classes, where one youth was attacked by a group of others, being stabbed about 6 times by a homemade shank (using a one inch long nail). There was no police report filed at the time, nor was the youth referred to general or the infirmary. He was treated and left in the unit. The DA asked the police to come do an investigation and report on the incident. Don Mead said the police came to the hall today (Oct 12) to do the investigation. C. Rodriguez asked for a copy of the police report when it was done.

C. Cook asked what the policy was for incidents, and Chief Jordan said that the Dept gets into the media's eye very easily over things like this. The Dept used its judgment on how to deal with the situation and that judgment was contested by the DA. So there is now an effort to do a detailed report on the incident. The "new" policy is to strictly follow the established policy in their manual, and notify police when conflicts or assaults like this occur.

The Chair introduced the new city attorney for the dept. Susan Frankel.

IV. *Committee Reports: Program Committee*

C. Echavarri reported on the discussion regarding the Intensive Community Services program, which did not pass out of committee with a recommendation. Setting up meetings to review the Juvenile Justice Task Force report was tabled. There was a short report on the visit made by C. Echavarri to the Woodside Learning Center and talk with its Principal, Don Toomer. Chief Jordan reported that they hoped to begin the Camp Challenge and Aftercare program by the first of the year. C. Echavarri repeated the report from Cara Scarver, a member of the Youth Advisory Board. C. Echavarri asked that the written report be included in the minutes of the Program Committee meeting.

V. *Action Items:*

Approval of Dept. supplemental budget request for maintenance work to comply with health and safety regulations at YGC and Log Cabin Ranch, to be requested from Bd. of Supervisors.

Ace Tago recapped the supplemental request for the commissioners. The need for this comes from many things; the small amounts in the regular dept. budget, the $150K worth of work formerly available by DPW that is not now available. There are emergency projects which need immediate attention (eg. water pipes under W1 which leak, losing approx. 160 gals a day). C. Rodriguez asked if this was just an initial request which would be asked again sometime during the year. Mr. Tago said this is projected for the entire year. There was no public comment. A vote was called for accepting the supplemental budget as presented. It passed unanimously.

VI. *Discussion Items:*

Ed Vasgerdsian's Parenting Program's need for access to kitchen facilities.

The Chair gave the floor to the city attorney to explain the background to the issue of use of the kitchen facilities. She said that the denial of use resulted from a complaint from a citizen on how money was being used for other than the purposes they were intended (referring to a party held in Nelba Chavez's honor), and so the District Attorney's office asked the Dept to disallow any further usage of the facilities by anyone until a final legal opinion could be issued. C. Rodriguez asked if the city attorney's office was investigating how funds were being used by the Dept, and Ms. Frankel said she did not know. C. Rodriguez said he received a call from the DA and that it appears the DA is looking into any misuse of funds. Chief Jordan said that in all the time he's been here there has never been an item in the budget that allowed for refreshments for official Dept. events, that they just provided coffee and such at meetings, etc. When this question came up, the Executive Team paid back $89. for food costs for the Nelba event, and the Chef gave up 2 hrs of comp time for preparing the food.

There was spirited discussion about the importance of the Parenting Program and why it should have use of kitchen facilities, and there were questions raised about whether usage of the facilities such as commission meetings was even legal (as one commissioner put it... to take it to the ridiculous).

C. Clay asked Frankel what would happen if the commission voted to allow the Parenting Program access to the kitchen. She recommended against it, but did not have a definitive answer.

C. Clay asked if anyone had a motion to allow the Parenting Program to use the kitchen facilities to carry on their program activities. C. Salarno made the motion. It was seconded.

Public comment: Ed Vasgerdsian commented that he had heard of the denial of kitchen facilities not from the Chief but from the Chef. Not only can he not get coffee for his program, he cannot even use the kitchen to wash his fruits. He has to do it in the bathroom. Since August 1993 the program has served 165 parents, 96 of them court ordered to come to the program. The court supports his program, but he feels the administration doesn't. This is disrespectful treatment of the parents. He thinks the city attorney trying to decide whether using the kitchen facilities is appropriate or not is ridiculous.

A parent (Gloria Areneida?) spoke about the frustration she feels in regards to the Parenting Program and how it seems to be an uphill struggle for Ed Vasgerdsian to keep it going. She is worried about the program, if Ed loses his ability to fight for it.

Ruth Cowan (Juvenile Justice Commissioner), spoke in support of the Parenting Program. It is a fundamental part of the Dept and needs to be supported financially.

Bill Eldridge: a parent, spoke angrily about the fight is it to see that his child got justice, a part of which is the benefits of the Parents Program. The argument that the program cannot use the kitchen may be extended to the program not being able to use the bathrooms, or the meeting rooms. He thinks this is outrageous.

Maureen McClendon: read from a statement saying the administration was using the excuse of being ordered by the city attorney not to use the kitchen facilities for thing like the Nelba Chavez party, to punish programs like the Parenting Program. She asked if the order from the City Attorney was written, and if so wanted a copy.

Don Mead: supports the Parenting Program, and the Executive Team does also.
He raised the question of resources and health and safety standards for kitchens (regulations forbidding non kitchen employees from access to the kitchen).

Aimee Exnicios: should work hard to narrow the gaps between parent and children, and the Parenting Program does this. She mentioned that the attention being paid to this one issue of budgets for hospitality and refreshments should be paid to the entire budget in its various details.

Jesse Buckly: a Parent Program participant for 2 yrs, spoke in favor of the program, and said that the issue of having proper equipment that meets health regulations is a non issue, since this is apparently an approved facility.

Chief Jordan identified Maureen McClendon as the complainant in the issue. He then said that he supports the program and has worked for 2 yrs to expand it. They are adding $35K to the program through Prop. J.

C. Clay: the resolution is to reinstate the Parenting class's privilege to use the facilities for their classes until further order of the City Attorney.

Frankel called a Point of Order that such an action could not be taken because it isn't calendared as an action item, unless the commission declared it an emergency situation (by 2/3 vote of the commission).

C. Chan expressed a concern over taking such an action.

Frankel restated the Brown and Sunshine act which states that an emergency includes the question of public safety. C. Clay asked for a motion to declare it an emergency action which impinges on public safety. C. Cook so moved. There was a second. The vote was 4 yes, 2 no. Failed to make 2/3 of the full commission, motion died.

C. Clay encouraged the public to bring pressure on the City Attorney's office to get an immediate opinion.

VII. *Comments by Commission President.*

C. Clay asked for a meeting between Chief Jordan, Susan Frankel and the Executive Secretary to discuss protocols for agendas and notices.

He also called for a closed special meeting of the commission to discuss issues raised around the Secretary. Nov. 2, 3pm.

C. Rodriguez expressed his displeasure at the tremendous amount of disrespect shown at the last meeting, and the disregard for Roberts Rules of Order, when he (Rodriguez) raised a point of order during a discussion which became a public work performance evaluation of the Secretary, and was ignored by the Chair. And at another point when he asked for an appeal of a decision, again was ignored. C. Rodriguez said that both were violations of Roberts Rules and asks for a resolution to those questions. C. Clay said that the City Attorney is being asked to attend commission meetings to deal with just those types of questions.

VIII. *Public Comment.*

C. Clay announced that the Juvenile Probation Commission's office will be moving to Terry Daniel's present office. The move will proceed this year.

Ruth Cowan spoke about her alarm over the times contraband is found in the hall -- eg. the weapon in the stabbing. She is concerned that the youth was not sent to General Hospital or given tetanus shots. There have been irregularities in medical reporting procedures for youth with contagious conditions --some not being reported-- and she asked the commission to check in to those "red flags."

C. Chan wants all her mail sent to her in envelopes.

IX. *Other Business.*

The Secretary mentioned that the Joint Commission meeting on the Children's Plan, coming Friday, needed at least 4 people from the JPC in order for them to formally enact business. C. Frank Cook, Agnes Chan will add their names to the others.

X. *The meeting was adjourned at 7:30pm*

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City and County of San Francisco
Juvenile Probation Commission

C. Don Clay, President
Peter Rodriquez, Vice President
Agnes Chan, Commissioner
Frank L. Cook, Commissioner
Esperanza Echavarri, Commissioner
Eugene V. DeMartini, Commissioner
Harriet Salarno, Commissioner

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

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October 24, 1994

NOTICE OF REGULAR MEETING

5:30 PM, Wednesday, Nov. 9, 1994
Youth Guidance Center Cafeteria
375 Woodside Avenue

AGENDA

I. Roll Call

II. Review of minutes of regular meeting of Oct. 12, 1994

III. Chief Probation Officer's Report

IV. Public Comment

V. Committee Reports: Program Committee

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL -- ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: One potential case
XXX As defendant ___ As plaintiff

Pursuant to Government Code Section 54956.9(b), the Commission will convene in closed session to confer with the City Attorney's Office regarding anticipated litigation.

VII. RECONVENE IN OPEN SESSION:
Pursuant to the Sunshine Ordinance (Administrative Code Section 67.14(a)), the Commission will conduct a roll call vote on whether it is in the public interest to disclose any information from the closed session.

Sound enhancement system provided with advance notice. Accessible parking available behind YGC Administration Building. Accessible seating for persons with disabilities. American sign language interpreters available upon request with advance notice. Meeting proceedings available in alternative formats. The closest accessible BART station is Glen Park to the 44 Muni Line. Accessible Muni lines from the Forest Hill Station are the 36, 44, and 52 lines. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

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VIII. Action Items:

A. Hearing for consideration of whether it is the pleasure of the Commission for the Chief Probation Officer to continue in his position; opportunity for the Chief Probation Officer to address the Commission regarding any potentially adverse personnel action; and, opportunity for the Chief Probation Officer to establish a formal record of the circumstances relevant to his tenure. Possible action to dismiss or take adverse action against the Chief Probation Officer.

B. CLOSED SESSION: PUBLIC EMPLOYEE APPOINTMENT
Title: Interim Chief Probation Officer

In the event the Chief Probation Officer is dismissed, the Commission will convene in closed session pursuant to California Government Code section 54957 to consider the appointment of, and possibly appoint, an Interim Chief Probation Officer.

C. RECONVENE IN OPEN SESSION:

1. In the event an interim Chief Probation Officer is appointed, the Commission will reconvene in public to announce the appointment and roll call vote.

2. In addition, pursuant to the Sunshine Ordinance (Administrative Code Section 67.14(a)), the Commission will conduct a roll call vote on whether it is in the public interest to disclose any additional information from the closed session.

D. RECONSIDERATION

Reconsideration of approval to request for proposals for the Intensive Community Services program, as previously discussed.

IX. Other Business: Matters under this agenda item will be discussed only for the purpose of determining whether to place such matter(s) on a future agenda.

X. Adjournment

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MINUTES OF THE NOVEMBER 9, 1994 REGULAR MEETING OF THE SAN FRANCISCO JUVENILE PROBATION COMMISSION

I. *Meeting was convened at 5:40pm.* All Commissioners were present.

II. *Review of minutes of regular meeting of OCTOBER 12, 1994 .*

C. Echavarri raised the issue of item III, the 3rd and 4th paragraphs describing the stabbing incident. She reviewed the tapes of the meeting and wanted to see a more thorough recap to reflect more details than the minutes' two paragraphs contain. C. Rodriguez requested that section of the tape be transcribed verbatim. The approval of the October 12 meeting minutes was tabled until those changes could be made.

III. *Chief Probation Officer's Report.*

Chief Jordan reported that the Dept. received notice from the Bd of Corrections that the Dept is in compliance with training requirements. He acknowledged Carol Salacru for accomplishing this. Carl Williams, Jordan's lawyer, requested the court reporter record Jordan's report. C. Clay explained that the recorder was only to record section VIII of the meeting, and that for a transcript of the other portions of the meeting, he could refer to the tapes being made.

Salacru acknowledged that John Gianinni was the training officer who got the program done, with the cooperation of all the participants who attended.

Chief Jordan acknowledged some of the people in the audience, especially youth from: RAP violence prevention project, Bayview Hunter's Point/Visitacion Valley Peace Initiative, Free Spirit Productions (Barbara Neal), OMI (Sid Smith), Mary Martin college prep school, RFK internship program headed by SF State (named two students who are currently interns). The Director of that program, from SF State, talked about the collaborative of the RFK program and how it does good for the interns. The one youth in attendance was introduced to Liz Jackson from the Focus program, who was assigned to be his supervisor.

Chief Jordan acknowledged YMAC, Girls Mentorship Program, and then re introduced YMAC.

Chief Jordan began his progress report of his tenure and was asked by C. Clay if he was going to be speaking to item VIII at this time. Chief Jordan conferred with counsel and stated that he was not finished with his report and that this was to be a part of his report.

He was recruited in 1989 as Chief Probation Officer. The problems faced by the Department were: no lines of authority, the more than 100 recommendations in the Jefferson Report. The problems were systemic and the solutions had to be systemic. In May 1988, the Bd of Supes, the Mayor, the JJC, and the Superior Court agreed to act on 8 of the recommendations. All but #5 have been done. #5 is the establishment of a neighborhood based intake center. There is no money for that, but it is still one of the mandates of the city. The Chief has not been told that he has not completed that mandate or that he is not following that mandate.

Chief Jordan reviewed conditions before 1990: Juvenile Hall was de certified by CYA for one day. The Justice Dept. threatened to close the facility because of housing conditions. Within a month of starting, the Dept was in a lawsuit with Youth Law Center regarding: child abuse, use of excessive force, poor sanitation, youth confined to rooms for 14 hrs, receiving no outdoor recreation, food was poor, education was poor, physical plant was in poor condition, no handicapped access, no activities except TV, unclean clothing, no disciplinary policies, no grievance procedures for youth, youth being restrained to stationary objects, youth allowed to defecate in their rooms, no consistent climate control in rooms --some hot, some cold-- shower facilities not clean, plumbing in poor shape, inadequate bedding, inadequate fire drills/policies, no educational screening, inadequate staff ratios, insufficient visitation hours, no procedures for dealing with mental health of youth, no procedures for distributing mail to youth, no religious services, no discipline for behavior, no language appropriate services.

The Dept. worked with the community to attack some of the problems. Bethel AME church members came to help clean up the place. Chief Jordan brought Don Mead from Michigan to run JH, and the American Correctional Association, which helped staff to write policy and procedures. Administration did not write the policies. There's an art and drama program, incentive programs, utility workers to clean up the hall ("if you have detainess doing this, you put yourself and the detainees at risk"). The food service was improved (with help from the Juvenile Justice Commission). Started outdoor recreation. A new heat/ventilation system is coming, a new fence is coming. There's new paint on YGC.

The Dept. settled the lawsuit in two years. The Justice Dept says this Dept is doing okay. The Dept could have been fined up to $2 million, but all they did was pay court costs.

Jordan: "What I'm saying is that we were asked to operate under minimum constitutional, state and federal standards for running a juvenile hall, and we've done that. And we have to thank Lori Giorgi from the City Attorney's office, Don Mead, all of the staff who have received training, all of the staff who have changed their attitude about how they should treat young people in their care, they deserve the credit. Commissioners, at Log Cabin, we have a miracle going there also. As you know, in 1989 there was a riot and mass escape from Log Cabin. The population got down to about 25, at one point it was 84. We revamped the program and got confidence in the program by the judiciary again. We have two businesses at log Cabin Ranch. The young men there have a potted plant business and a native plant business. As long as they're there, they own it. They get above minimum wages, and we have a way to work them back into the system. We recently have an order in our native plants, of $30K. and I think that's just amazing. And the young people will benefit from that. Even more importantly, we have wrapped around that, a Camp Challenge Program which will allow the young men to get physically fit, do anger management, learn how to trust each other, do teamwork in a wilderness setting. Even more important, we have an aftercare project. .....Every young person coming out of Log Cabin wil be tracked. ...we will take a look at them for the first two months, 4 times a day. At least one will be face to face. We will talk to them, with them, get them to school. A day treatment if they're not in school, and after 6 or 7 months we hope to get that young person off our jurisdiction, in school or working. We raised $90K for an assessment and classification program, which will allow us to look at every one person coming in, to get an assessment, get a classification, and look at them objectively and do a treatment plan for them. SF Foundation gave $25K, Kaiser, $30K, Yori Wada's group ---can't think of the.....--- AB 90, gave the rest for this. We collaborate with Westside Mental Health and Horizons Unlimited to do mentorship program for girls on probation, and not on probation. With OMI, we raised over $60K for delinquency prevention program. None of this is mandated by law. But the investment is by keeping young people out of trouble, that's less people up here. We teamed with Bob Price to raise $200K to start the program at Log Cabin Ranch, and B Price is raising at least $200K each year. We have a corporation, on a broken line, the Youth Guidance Center Improvement Committee is near a $600K corporation, due to B. Price and his staff: Liz Jackson, John Knox, James Jackson, etc. They put 17 young people on computers for 10 weeks. They give them stipends, and fast passes. When they finish with them, they say to the employers they will pay the first month's salary, and if the employer isn't satisfied, they can be sent back. The program has an 85% success rate."

The Department raised in 1992-3, $1.6 mil in entitlement funds, keeping only $800K. In 1993-4 raised $1.2 mil in entitlement. In 1994-5 project $3.2 mil in entitlement. City will take $2.2 mil. He called on Ace Tago to report on this. Ace said they project $4.2 mil in entitlement, keeping $1.2 mil. Chief Jordan said that this is one of the few agencies in the city that could hire new staff.

The Health Dept, SF State, and JPD got a $100K planning grant from the RFK Fdn. (acknowledged Trish Donahue for writing the proposal) this will allow them to apply for a $600K grant from the fed. govt. The grant, if gotten, will allow the dept. to do health outreach in the community with youth. Received $200K from prop. J. $35K will go to Ed Vasgerdsian's parents program. Will keep case management program, and stipend 20 youth to work with SLUG. The Dept. will directly court order youth on probation into that program, to work around the YGC. Helped the Volunteer Center raise $30K to do the volunteer case management program. The program has trained 60 volunteers this year.

Chief Jordan said he is a trustee in terms of working as Chief Probation Officer. The staff is entrusted by the community to run the dept. and as long as they have that trust, they should be allowed to stay there. At one time, there was no trust. This dept. has made that better. The dept belongs to the community and they should have a voice in how it goes.

"The Commission has passed resolutions which state that the dept. should treat youth in the least restrictive manner possible, consistent with public safety. We also give the judge more options when we do that, beyond out of home placement, CYA, and Log Cabin Ranch." Jordan feels he has represented the dept and city with dignity and integrity. There have been no scandals with the executive team, and the dept's work is recognized as innovative.

Jordan listed his affiliations: VP of Bay Area Chief Probation Officers Association, Advisory Board of the SR Martin School, mentor a young man, Steering Committeee of the Mission Violence Prevention Initiative, Advisory Committee of the OMI Youth Violence Prevention Project, member of Human Services Cluster of the City, member of Mayor's Collaborative Planning Committee, African American Health Promotion Task Force, Black Men of Action, on a national level, Western Regional Representative for the Council of Juvenile Correctional Administrators, 20 yr member of Blacks in Criminal Justice, American Correctional Association, member of the McConnell Clark Foundation (only 14 members nationally), Advisory Bd of the National Corrections Training Committee in Longmont, Colorado, Chair of Robert F. Kennedy Memorial Foundation Youth Project, in Boston and Washington DC, Advisory member of the National Criminal Justice Commission in Wash. DC, member of the National Detention Forum of the American Correctional Association, member of Violence Prevention Committee of the American Correctional Association. A recent review by peers from elsewhere in the country concluded that what the dept was doing was consistent with national standards and in some ways above national standards.

A bond was attempted in Nov. of 1990, and in 18 reports since the 60's every one said that constitutional programs couldn't be done with the facility in the back, no one could make it work as it should.

On the issue of Oct. 7, 1994: "The incident was serious. I considered the incident quite serious. The results were not as serious as it started out to be, nonetheless it was serious. The question of the stabbing is confounding. There was no ambulance that came, and there was a bloody stabbing with no ambulance. There was a bloody stabbing with no stitches, a medical opinion that the young person did not have to go to the infirmary. The young person was treated in B5 unit. Official medical report said that the young person suffered abrasions. The staff consistently said that the incident was over in less than 2 minutes. When asked if they were sure, they said, '1 minute, but if you want to stretch it and make sure that you give yourself a grace period, it's over in 2 minutes.' There was no property damage, injury to staff, none to any other young people. It started as words passed between immature young people in that unit. Calls were made (allegation that they didn't notify higher authorities). The incident happened at 10:30am, a call was made to President Clay's office at 12 noon. There was no answer and no voice mail. A second call was made to VP Pete Rodriguez. Janet Medina spoke to Mrs. Rodriguez and left a message that we be called. A third call was made to the Mayor's office, Mr. Flynn Bradley and a message was left on voice mail for Mr. Bradley to call. So, we made 3 attempts to call higher ups. Ms. Medina told me she attempted to make three calls and didn't make contact. That Friday, we (Jordan and Clay) did meet to talk about a bond initiative. I told Ms. Medina that I'd see (C. Clay) at 3pm and tell him. In the discussion about the bond, I didn't. I mentioned that to you beforehand. I apologized at the Oct. 12 meeting. I think you knew Tues. the day before the Commission meeting, about the incident. There are no standing orders by me not to call the police. There are no policies written anywhere in any manual not to call the police. What happened, 12 hours later, an inspector came and wanted to interview or inspect. The Supervisor on duty felt this was unusual, because usually when the police come, we call or there are higher ups saying the police will come, so that person denied the report, and called Ms. Medina and she said you're right, and she (Medina) called me and I said that's unusual so I support that. Then the person on duty wrote a note saying do not give any information to police until you check with Don Mead, Janet Medina or Fred Jordan. This was not to keep the police out. We have good relations with the police. The police bring 200-300 people to the hall to be admitted every month, and if the relations weren't good, something would have been heard by now. We're on the same information system with the police. Our counselors and probation people are peace officers, public safety officers, they can report directly to the district attorney. They have 48 judicial hours to do so. Our report was due that Wed. and we reported that to the District Attorney, I believe Tues. but no later than Wed. The incident was fully reported to the Juvenile Probation Commission at its regular meeting, Oct. 12 . There was no censureship of me, there was no punitive action directed toward me, there was no indication that the incident would be carried further. I believe that the tapes would be a correction for me that C. Cook expressed his feelings that we should not have called the police, that situations like that should be handled inside. I imagine C. Cook based that on his long tenure at the jail where he knows how inmates will act up. I know I've said a few things here, and just want to acknowledge the staff for what they are doing. We've been overcrowded for the past 2-3 months: bed capacity of 132 and today is about in the150s. To keep that many in a hall, to keep the fights down, to keep order, in a building that is unconstitutional, to all the counselors and probation officers contributing to that.." Jordan publicly thanked them.

"I've been blamed for the rising crime rate of juveniles. For the first 9 months the stats are down." Jordan then gave a comparison of 1993 and current stats.

"Supervisors, we have made much much progress here, and much progress in the city, and much progress in receiving the public trust, who feels we are doing a good job. If anyone should be neutral in this, it is the Bd of Supervisors..." Jordan then read the motion from the Bd of Supervisors' Government Efficiency Committee (text available in JPC office).

At this point, a public outburst from Ray Balberon interrupted the meeting. Marie Blitts, City Attorney explained that all legal issues, eg., free speech rights, are being observed carefully to ensure that due process is followed. She explained the agenda and the process that would be followed.

IV. *Public Comment (with a few exceptions, the complete comments of speakers are not included in the minutes. The public is permitted to listen to the tapes of the meeting, in the Juvenile Probation Commission office, or have copies made upon request). Names have been provided where known, spelling mistakes or missing names are due to speakers not signing in for clear identification.*

C. Clay explained how public comment would be regulated. The first to speak was Carl Williams, Chief Jordan's legal counsel. He said he considers the meeting in violation of the Brown Act and Sunshine Ordinance. The agenda has an item of possible punitive action against the Probation Officer. There were no prior public sessions regarding this issue. This meeting was called specifically to carry out what was said after the meeting between the Mayor and the Chief Probation Officer. Therefore, this meeting is in violation of those two acts. This fact will be the basis of an appeal. He made a formal objection to this meeting if it leads to any punitive action against Fred Jordan. Jordan has not been given any charges, nor has he had the opportunity to present defense witnesses to those charges. The letter from C. Clay to Jordan constitutes punitive action. Williams also mentioned the performance evaluation that was not done. He asked that the amended copy of the Bd of Supervisors motion be entered into the record for the meeting (handing it to the court reporter). He also asked that the papers he filed with the court asking for injunctive relief be made a part of the record. He further held that any action against Jordan for the incident of Oct. 7, would be a violation of Jordan's rights under the govt. code.

The Chief had no legal representation during his meeting with the Mayor. The Chief has not waived his rights to comment further on any adverse comments the Commission decides to make. If any adverse action is taken, he requests immediate notice of where and when he will be allowed to make his appeal.

He requested any adverse comments the Commission might have to be given to them in writing.

Jeff Brown, PD of SF, spoke in support of Chief Jordan. He asked the Commission to not make the position a political one, and allow Jordan to continue. He feels Jordan is the finest Chief Probation Officer San Francisco has ever had.

Greg Johnson, VP of Black Men of Action, spoke in favor of Chief Jordan. (used the terms innovative, integrity, community oriented). Politics shouldn't drive this issue. Jordan has a vision. This facility reached its outer limits to even handle the number of kids coming before it today.

Yori Wada spoke in favor of Jordan. He used the term progressive and enlightened. He said the JPC must promulgate new policies to replace old policies. And only as a body can it direct Jordan to act. He believes Jordan has been effective in treating youth and protecting public safety. He urged the Commission to keep Jordan.

Reg Smith, admin aide to Supe. Alioto, implored the Commission to heed the Bd's motion.

Teresa Contro, parents advocates for youth, thinks the attack on Jordan is representative of the social climate now on crime. She supports the ICS program.

Ron Albers, private citizen, served on the selection committee to hire Jordan. Spoke in favor of keeping him.

Michael Hopper, Y-MAC passed out the results of a student ballot (mock elections) regarding people and politics. Youth believe in rehabilitation not punishment. He spoke in favor of Jordan. A youth from Y-MAC spoke in favor of Jordan. Cara Scarver, another Y-MAC youth spoke in favor of Jordan.

Alan Jones, spoke in favor of dismissing Jordan and moving ahead.

Mary Varalli, a worker in the psych unit, spoke in favor of Jordan. She said Jordan was very supportive of her and addressed the issues of sexual harassment that she experienced. He is an ethical man.

Yohan Smith, volunteer case management program, adult poke in favor of Jordan. Out of 60 trained volunteers in his program, 25 have been placed with youth.

Pat Lee, spoke in support of Jordan. She thanked Jordan for providing the money for the girl's mentorship program.

Janet Clinger, director of the mentorship program, supported Jordan. Introduced Patti Gutierrez, a former participant, who also was an RFK intern and now works part time for the mentorship program. Jordan is a role model.

Helen Jones, a volunteer in the hall, supports Jordan.

Mitch Salazar, RAP, said the Commission has been counter productive to two decades of change. Said the fight is against lock up vs. rehabilitation. He was a part of the selection committee which chose Jordan. He has a commitment to serve the children and communities of San Francisco. When the homebased supervision program came into place, they (RAP) took the money in the interest of the youth. He asked the Commission to vote for what's right for the kids. He alleged that certain Commissioners are arrogant.

Juan Oyarzun, private citizen, asks the Commission to vote by their conscience.

Ruth Smith, spoke in favor of Jordan. Spoke about foster care problems and her experience in the system.

Andy Ilves, private citizen, spoke against the Commission, read from the Sunshine Ordinance Task Force memo, and said the Commission is teaching youth a very bad lesson.

Karen Patterson Matthews, BVHP Fdn Director, spoke in favor of Jordan, that he has the insight and leadership qualities necessary, and said the current decision makers are committed to an effective juvenile justice system.

Melea Irvi (spelling?), PLAY project, spoke in support of Jordan.

Sid Smith, OMI, urged the Commission to reflect the will of the community.

Andrea Shorter, urged the Commission not to make a political decision. She read from the Bd. of Supes resolution. SF needs a model for programs that work with our delinquent youth.

Carol Callen, spoke in favor of Jordan. Urged the Commission to 'do the right thing.'

Jose, a youth worker from RAP, spoke in Spanish.

Alex Jenkins, Morrisania West, spoke in favor of Jordan. Says Jordan gives kids a sense that someone cares.

Cheyenne Bell, spoke in favor of Jordan, said kids can see Jordan in the community. Says Jordan has tried to close the gap between the communities and the Dept.

Bea Thalls (spelling?), drama therapist from BVHP Fdn. spoke in support of Jordan.

Rev. EE. Boyd, Bethel AME church, said that the issue is larger than Fred Jordan. Says it is an attack on the communities, turning back the clock on progressive development of juvenile probation operations. He spoke about the elections, the superbowl, and the community forum they held at the church, and the report from their three 'experts'.

Gene Roh, Chief Probation Officer of San Mateo County, spoke in favor of Jordan. Says firing Jordan will set back the system a few years. He said they (Jordan/Roh) share similar ideas.

Marie Needles, a nurse in JH, supported Jordan.

Claude Everhart, spoke in favor of Jordan, and asked the Commission to try and bring people together. He suggested having a hearing and going over what is right and wrong with Jordan. He also said Jordan has been doing what the Commission has asked, so it should not fire him now because it wants something else.

Margaret Brodkin, spoke in support of Jordan. Reviewed some of the actions in creation of the Commission, and asked the Commission to show people that such a body can work rationally, and not politically.

Granville Hogg, POA, said that it is time for a change in San Francisco, and the Teamsters local 856 support a change in leadership.

Oluchi Nnachi, a counselor in JH, disagrees with G. Hogg and the Teamsters. He spoke in support of Jordan.

Mary Louise Adlo-Robinson, was moved by others' testimony. She spoke in support of Jordan.

Lanric Hyland, agreed that race is not an issue, disagreed with Gene Roh about whether Jordan is a competent administrator, but said it's time to move on.

Ruth Cowan, recounted some of her history as a volunteer, a Juvenile Justice Commissioner, and all her attention to the way youth are treated in the system. She held up a 3-ring binder containing more than 130 news articles regarding the problems in the Dept. She said the system is not healthy.

Doris Macian(spelling?), Ingleside Community Center, supported Jordan, saying he is progressive.

V. *Committee Reports: tabled for another time.*

VI. *Closed Session: Conference with legal counsel*

C. Clay announced that the Commission would not go into closed session, and will not reconvene (VII).

VIII. *Action Items:*

A. Hearing for consideration of whether it is the pleasure of the Commission for the Chief Probation Officer to continue in his position; opportunity for Chief Probation Officer to address the Commission regarding any potentially adverse personnel action; and, opportunity for Chief Probation Officer to establish a formal record of the circumstances relevant to his tenure. Possible action to dismiss or take adverse action against the Chief Probation Officer.

C. Chan moved to table item A. & B. There was no second.

C. Clay said that he had scheduled item A. He continued, "The calendared item does not contemplate any charges of wrongdoing, or the adoption of any finding or fact regarding Chief Jordan's tenure. The Chief Probation Officer is appointed by, and serves at the pleasure of the Commission, pursuant to the City Charter of San Francisco. The Commission can remove the Chief Probation Officer for any reason or no reason, as long as it is not a wrongful reason. The Charter does not require the Commission to bring charges against the Chief Probation Officer or prove just cause in order to remove him from the office. The Commission need only inform the Chief Probation Officer that it is no longer the pleasure of the Commission for him to serve in that office. In this instance, if the Commission takes any action, affecting Fred Jordan's tenure, the Commission will then upon request of Chief Jordan, provide an administrative appeal.

Tonight we have had, and been informed of concerns that the Mayor may have conducted an improper interrogation of Chief Jordan of Oct. 18, 1994, in violaton of the peace officers procedural bill of rights. Accordingly, I have taken it upon myself to prepare a brief record of the facts of the recent event, my perception of the Commission's duties, and my understanding of the law. I will then invite the other

Commissioners to make their own statements for the record, if they would like to do so.

I want the record to reflect that I was first made aware of the Oct. 7 stabbing incident by calls from the public, during the next several days following the incident. On Oct 7, at 12 noon, Ace Tago, the Chief Finance Officer of this Dept. was in my office in Oakland, Calif., discussing my accommodating and helping the Dept. in assisting them to provide new office space for the Commission in reorganizing the Dept. We were there from 11:45 am until about 12:10 pm. We had lunch for an hour plus. Ace left my office. There were no calls from 11:45 to 12:15 to me from anyone. At 3 o'clock, on Oc.t 7, I was in the Chief's office, with members from the Mayor's dept. to try to work out some type of arrangement for the future bond initiative, to put together a strategy to assist in implementing a bond to building construction. That meeting was approx. an hour to an hour and a half. During that meeting, at no time was I informed by the Chief of any incident on Oct. 7. On Oct. 12, at the Commission's regular meeting, Chief Jordan reported on a minor,-- the statement to me was a minor -- stabbing incident, together with the other member of his juvenile hall staff. On Oct. 14, 2 days later, after the Commission meeting, I had an extensive discussion on this matter with the Deputy District Attorney assigned to Juvenile HalL. After that, I decided 2 things. 1) the Commission should further consider the handling of the Oct. 7 stabbing incident, and 2) the Commission should consider whether Fred Jordan should continue in his office as the Chief Probation Officer, based on the information I had received. I did not speak with the Mayor about these matters, until Monday, Oct. 17, when he asked me about the facts related to the incident of Oct. 7. This discussion between the Mayor and myself occurred well in advance of any discussion between the Mayor and Chief Jordan, according to newspaper accounts, which occurred on the afternoon of Oct. 18. Although recent discussions in the press have focused on the Oct. 7 stabbing, my concerns of the management and direction of the Dept. are much broader and go back in time. Today's hearing and public comment were not meant to be a trial on whether the Oct. 7 incident, or any other specific incident was or was not handled appropriately by the Dept. I recognize, as a member of the Commission, I must base my decision on information I have gathered in my capacity as a member of this Commission, from sources such as meetings of the Commission, staff, police officers, juvenile detainees, and members of the public. I am prepared to fulfill my duties and I trust the other Commissioners are as well. In evaluating Chief Jordan's tenure I am mindful that the law may not allow the Commission to consider any information the Mayor may have obtained from his meeting wih Chief Fred Jordan on Oct. 18. the Commission has the independent authority and duty under the Charter to oversee and hold the Chief Probation Officer accountable for the administration of this Department. While the Mayor and other public citizens are free to express their views on this matter, I recognize the authority to make a decision is possessed in me and my fellow Commissioners. In making a decision, I will be guided by my good faith opinion of what is in the best interests of the people of the City and County of San Francisco, and I am sure that each of my fellow Commissoners will also be guided by the same standards. And at this time I invite fellow Commissioners to make any statements for the record, that they would like."

C. Echavarri: "I was appointed to the Commission July 8, 1991. At the time I was appointed to the Commission, I was appointed by Mayor Agnos.. in a conversation with him in his office, he told me that he would not interfere with the Commission or Commissioners in terms of what (end of tape)....... of any political consideration, expedient consideration. He is a man of vision, a man of leadership, and a man I've grown to respect and support. This Commission has never evaluated this man. In June, this Commission, by a majority of 4 votes, decided to proceed with an evaluation. The following week, for reasons still unknown to me as a Commissioner, there was a move to put this item [considered dismissal] on the agenda again, and I received a hand delivered notice to that effect. In the subsequent meetings, we learned that that could not happen, that there was questions about how that happened, in terms of our deliberations, and so the majority vote of the Commission, reflected by the Personnel Committee, decided that we would continue with the evaluation, and that was the standing order. But that was not taken to task, neither by the Personnel Committee or the President of this Commission. Everything was put on hold, and now we revisit this item. I do question the connection, the rationale, the reasoning, for why this happened. Because I, as a Commissioner, have not been privy to any other additional information that would warrant me to calendar this. I haven't received any direct communication from the DA's office. I would have wanted to be privy to whatever those communications were, if in any way there was serious enough consideration in the mind of the President, to make public statements in the media about a possible obstruction of justice, I think I, as a Commissioner,..... he should have shared that information with me. But I did not. I did not receive any communications. I got a call from President Clay that something's come up that's serious and that we needed to discuss it. I called him twice, once at his home, I did not receive any return call. And this got calendared. Whether there's a connection or not, this is something that's been in my impression since I've been here, and I have a little more direct experience having been at all the Commission meetings, and all the deliberations, that if any program or any attempt this Chief has had to move this program or Dept. forward, has been met with hostility, a mean spiritedness, and I think we as Commissioners have acted dishonorably in our treatment of this man who has served this city and this Dept. so well. We may not be in agreement with his policies, I know there is staff that have repeatedly come before us, and I listen to their words, and I also deliberate with the Chief. I've gotten communications from the police dept. and the DA and I arranged to meet with the Chief and I asked him about these issues. And I think that all of us as Commissioners need to be informed about what his positions are. Whether it be in deliberations or meeting with him. These Commissioners have not, since they have been on this Commission, routinely met with the Chief. I would hope that we would consider the public testimony, not only of today but of all the other meetings where the community has come and spoken its mind. I feel proud of the representation here today. I feel and I believe in the power of the people, that we are your servants and you have spoken on this issue. I would recommend we move forward and I would recommend that this Commission needs to now act honorably, because I really don't believe it has in the past. I would like to follow the recommendations of Claude Everhart that we begin to heal this place and that we have an opportunity to do so. Even with the most adamant of probation officers that have come before us over and over again. I believe they really care, at least some of them anyway, that they want to incorporate change, but there is a very different philosophy about the treatment of young people and what our charge is. And I think we can move forward to heal this place in a deliberation of those discussions that's objective and intelligent, and I underscore intelligent. And I think we need to move forward. Chief, whatever happens tonight, I've learned a tremendous amount of respect for you. I don't give that respect easily, as people know me. And I will fight to the hilt for this. Because it's not about you, it's about the young people in this city. That's what I've committed to, and I hope these Commissioners will move forward in that direction as well."

C. Chan moved that the Juvenile Probation Commission give Fred Jordan a vote of confidence as Chief Probation Officer. C. Echavarri seconded.

A vote on the motion was called:

C. Clay: No
C. Rodriguez: No
C. Chan : Yes
C. Cook: No
C. DeMartini: No
C. Echavarri: Yes
C. Salarno: No

The motion failed.

C. Cook moved that it is no longer the pleasure of the Commission for the Chief Probation Officer to continue in that position. C. Rodriguez seconded.

C. Echavarri opposed the motion. She urged the community to move forward and not to let this happen.

A vote on C. Cook's motion was taken:

C. Clay: Yes
C. Rodriguez: Yes
C. Chan : No
C. Cook: Yes
C. DeMartini: Yes
C. Echavarri: No
C. Salarno: Yes

The motion passed.

Carl Williams asked when the appeal of this decision can be made, who will hear that appeal, and from C. Clay he wanted to know what report was relied on, to make his comments about making decisions that affect Fred Jordan's tenure. C. Clay said there were no reports, but for all the other information the City Attorney will provide it.

B. *Closed session: public employee appointment*
The meeting was adjourned into closed session at approximately 10:10pm

C. *Reconvene in open session*
The meeting was reconvened at 10:50pm. C. Clay reported that the Commission had appointed an interim Chief Probation Officer, Ed Flowers. The roll call vote was:

C. Clay: Yes
C. Rodriguez: Yes
C. Chan : No
C. Cook: Yes
C. DeMartini: Yes
C. Echavarri: No
C. Salarno: Yes

C. Echavarri moved to make the closed session's deliberations public. C. Cook seconded. A roll call vote was taken and the motion passed unanimously. The City Attorney advised that no other names of candidates considered in closed session could be revealed because of the privacy of personnel matters. C. Echavarri asked that a transcript of the proceedings be done. C. Clay will ask to have a written transcript be prepared, with names deleted. C. Clay reported that several names were reviewed, and other names were requested for review, with the final selection of Mr. Flowers being made. C. Echavarri moved to make the transcript public. C. Chan seconded. A roll call vote was taken and the motion passed unanimously.

C. Clay tabled item VIII D.

IX. *Other Business.*

C. Echavarri moved to have the issue brought up by the Sunshine Ordinance Task Force letter to the Commission dealt with, and to re-schedule the meeting with the Executive Secretary. C. Clay asked the Executive Secretary to take a poll of the Commissioners to find a workable date for this meeting.

X. *The meeting was adjourned at 11:00pm*

minutes finalized Nov. 24, 1994

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2/14/94

City and County of San Francisco Juvenile Probation Commission

5:30 PM, Wednesday, December 14 1994
Richmond Police Station
461 6th ave

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AGENDA

I. Roll Call.

II. Review of minutes of regular meeting of Oct. 12, and Nov. 9, 1994

III. Chief Probation Officer's Report.

IV. Committee Reports: Program Committee

V. Action Items:

- A. Request for approval to contract selected provider(s) for the Camp Challenge, and the Supervision-Service-and-Support (SSS) Program.

- B. Resolution recommending that the Mayor's Office of Children, Youth and their Families adopt the recommendations made at the Joint Hearing of their Children's Plan for 1995-96.

- C. Authorize the President of the Juvenile Probation Commission to select a hearing officer, from the list of hearing officers maintained by the Civil Service Commission. The hearing officer shall conduct a hearing at which Fred Jordan and/or his representative will have the opportunity to establish a formal record of the circumstances surrounding Mr. Jordan's termination, and the opportunity to convince the Commission to change its decision. Witnesses may be called, oral and/or documentary evidence received, and argument received. The hearing officer shall cause a verbatim transcript of the proceedings to be prepared and transmitted to the Juvenile Probation Commission (with a copy to Fred Jordan), for consideration in the Commission's final decision to either grant or deny Mr. Jordan's appeal. After receipt of the transcript, the Commission secretary shall calendar the matter for final Commission action upon at least fifteen (15) day's notice.

VI. Comments by Commission President.
VII Public Comment.
VIII Other Business.
IX. Adjournment.

Dec. 7, 1994

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SAN FRANCISCO JUVENILE PROBATION COMMISSION
MEETING MINUTES OF DECEMBER 14, 1994

I. *The meeting was convened at 5:30 pm* by President Clay. With the exception of C. Chan, and C. Echavarri (excused), all others were present.

II. *Review of minutes of regular meeting of Oct. 12, and Nov. 9, 1994*
Both sets of minutes were approved without changes.

III. *Chief Probation Officer's Report.*
Chief Flowers thanked the Commission for appointing him and assured them that he will do the best he could do get the Dept. in good working order. He introduced both Judy Griffin and Fred Virgilio as the two new interim directors (Juvenile Hall and Probation Services, respectively). Flowers described his activities in getting to know the staff of the facilities, and feels he has met 90-95% of all of them to date. He is committed to developing high morale and feels the staff he has spoken to will cooperate with his desire to make changes. He is committed to prevention at every level. Prevent youth from getting into the system, and prevent them from returning. He wants to develop programs in cooperation with community groups to help those with more serious problems, and he will keep public safety in mind in all areas.

C. Rodriguez asked if he was going to be filling any more positions, and he said that the openings created by the promotion of Judy and Fred will require filling their old positions, but the Dept. will follow all civil service rules in doing so.

IV. *Committee Reports: Program Committee*
C. Rodriguez gave a short report of the items discussed in program committee: the presentation by Cheyenne Bell and Sandy Clayborn regarding the design of evaluation tools for the community based contracts. the report about the current situation around the Youth Advisory Board and the troubles they were having.

V. *Action Items:*

A. *Request for approval to contract selected provider(s) for the Camp Challenge, and the Supervision-Service-and-Support (SSS) Program.*
C. Clay said that he had received numerous calls from the public regarding the process of selecting contractors. Doug Gagliardo described the process. There were 5 bidders, 2 for camp challenge, 3 for the aftercare. The review panel of 5 looked at them and selected JKF University for the first one, and Center for Juvenile and Criminal Justice for the second. C. Cook had a question about the authorization for going out to bid, but was more concerned with the fact that the Commission did not have a chance to have any input in the process, or information about the bidders while the selection was being made. C. Clay's concern was that there was not a first step to discuss the choice before the final action of approval by the Commission was called for. He mentioned that his understanding was that the Commission would take such decisions and have a chance for public input/comment before it was brought up for action. The calls he received were in this regard.

C. Rodriguez asked how the outreach was done in distributing RFPs. He had heard that there were groups who were interested but were not gotten information about it. He also asked who the members of the review panel were. He knows of no legal citations which say this is privileged information. He believes the Commission has a right to know about those people and their backgrounds. C. Rodriguez also revisited the legal questions regarding the nature of the placement into aftercare, that were not answered in all previous meetings discussing this program. Is it a modification of court orders, and are violations to be dealt with as 777 petitions? He is not comfortable with this unclarity. Gagliardo had no answer to the questions. C. Clay wants the Commission to have a chance to be involved in the process, as well as the public, to review the choices in a public meeting. He suggested this item be put on the program committee's agenda for Jan. and to have the discussion take place there, with a recommendation made to the full commission. C. Salarno echoed this suggestion. Upon this response, Chief Flowers requested to withdraw the request for approval and agreed to follow the suggestion of the Commission. The Secretary was instructed to place this item on the January meeting of the Program Committee and dedicate the full meeting to the discussion of the programs, with a recommendation to be made to the full Commission afterward.

C. Rodriguez asked for an answer on the question of confidentiality of the names of reviewers. The City Attorney will provide an answer to C. Rodriguez.

B. *Resolution recommending that the Mayor's Office of Children, Youth and their Families adopt the recommendations made at the Joint Hearing of their Children's Plan for 1995-96.*

C. Clay directed the Commission's attention to the request by the Social Services Commission to pass a resolution in regard to the Mayor's Office of Children, Youth and their Families (MOCYF), similar to the one the Social Services Commission passed, asking the MOCYF to perform certain activities in conjunction with drafting their new Children's Plan for 1995-6. C. Cook moved to pass the resolution as written (full text available at the Commission office). C. DeMartini seconded. The motion passed 5-0.

C. *Authorize the President of the Juvenile Probation Commission to select a hearing officer, from the list of hearing officers maintained by the Civil Service Commission. The hearing officer shall conduct a hearing at which Fred Jordan and/or his representative will have the opportunity to establish a formal record of the circumstances surrounding Mr. Jordan's termination, and the opportunity to convince the Commission to change its decision. Witnesses may be called, oral and/or documentary evidence received, and argument received. The hearing officer shall cause a verbatim transcript of the proceedings to be prepared and transmitted to the Juvenile Probation Commission (with a copy to Fred Jordan), for consideration in the Commission's final decision to either grant or deny Mr. Jordan's appeal. After receipt of the transcript, the Commission secretary shall calendar the matter for final Commission action upon at least fifteen (15) day's notice.*

C. Clay stated that the City Attorney requested this item be placed on the agenda because Fred Jordan asked for an appeal of the Commission's decision of Nov. 9. There is not a process in place that fits this scenario, so the Commission needs to approve a procedure. After researching the law on this, the City Attorney is recommending the above process. Without a full reading of the motion, C. Rodriguez moved to accept. C. DeMartini seconded.

C. Cook asked for a clarification as to whether this was an entire process. Marie Blits said yes. The Hearing Officer would sit and hear a presentation from Jordan or his representative, with documentary or witness evidence. Whatever he finds will be brought back to the Commission to decide whether an appeal is granted. The Hearing Officer will not make recommendations. The hearing will be a public hearing (Jordan requested it be open). The question was called.

Five voting, unanimously passed.

This allows the President to move forward on the selection of the hearing officer. All subsequent notices of process will be coordinated by the City Attorney's office, and posted hrough the Commission's Secretary.

C. Clay informed the Commission that a request came to them from the Dept (after the agendas were posted) dealing with the placement contract with Santa Clara County's juvenile facilities(which was passed back in May. The original contract contained language regarding indemnification, but there needs to be more (the revised version was given to Commissioners). C. Rodriguez asked whether there

were any changes in the contract terms. No. C. Cook moved to accept the request. C. DeMartini seconded. The question was called.

Five voting, unanimously passed.

VI. *Comments by Commission President.*
C. Clay stated that the calls he has received from the public regarding how the Dept is run. The Commission does not daily manage the Dept. That is in the hands of the Chief and his administration. C. Clay asks that the public directly contact the Dept. with their questions in this regard.

VII *Public Comment.*
Peter Bull: asked when Jordan's hearing will take place. The City Attorney said that the Commission Secretary can notify those interested.

Micheal Fuller: commended the Commission for its action of Nov. 9. He offered his services as a witness against Jordan if needed during the appeal process.

Rich Perino: expressed a concern in regards to CJCJ and its dynamics between the POA, the Dept, and individual POs. He said because of many statements by CJCJ in the past, the POA feels a lot of discussion between the two entities needs to be carried on before they (POA) will feel comfortable working with the CJCJ in future projects. He asked whether the Dept. could play a role in bringing both parties to the table to facilitate such a meeting and resolution of past differences. On another note, Mr. Perino, speaking for the POA, commended the Commission for their action of Nov. 9, and expressed the appreciation of the POA (those POs present stood to show agreement) in the new appointment.

Ron Albers, PD: encouraged the Commission to focus on the quality of care of those in detention in the facility (mentioned the media reported incident of an attempted suicide in the hall). He says that attention needs to be paid to the courses of actions available to the Dept. now in cases of suicide attempts (in house services and their deficiencies, and out referrals to McCaully institute and the costs involved in that). He says the problem needs to be looked at not only in the specific instances but in the programmatic scheme of how to solve the problem in general.

C. Clay said that this issue may be appropriately addressed by the Program Committee. C. Cook made a point that Chief flowers has much experience in policy writing, and could craft proper policy to deal with this issue. C. Clay stated that this problem may be that the Dept is still operating under the procedures and policies of the past administration, and it may well be time to formulate new rules and guidelines that will work.

VIII *Other Business.*

C. Rodriguez supports the idea of Rich Perino in regards to getting the POA and CJCJ together to iron out differences.

C. Clay thanked the Richmond Police Station and the community for allowing the Commission to have its meeting there, and thanked the community residents for coming out.

IX. *The meeting was adjourned at 6:15 pm.*

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City and County of San Francisco
Juvenile Probation Commission

C. Don Clay, President
Peter Rodriquez, Vice President
Agnes Chan, Commissioner
Frank L. Cook, Commissioner
Esperanza Echavarri, Commissioner
Eugene V. DeMartini, Commissioner
Harriet Salarno, Commissioner

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

NOTICE OF REGULAR COMMISSION MEETING

5:30 PM, Wednesday, Jan. 11, 1995
Youth Guidance Center Cafeteria
375 Woodside Avenue

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AGENDA

I. Roll Call.

II. Review of minutes of regular meeting of Dec. 14, 1994

III. Chief Probation Officer's Report.

IV. Committee Reports: Program Committee
Mission Committee

V. Action Items:
  A. Motion to request the Board of Supervisors approve the addition of an indemnification clause to a previously approved contract with Santa Clara County, for the housing of San Francisco female juveniles at their ranch.

  B. consider approval of Program Committee's recommendations for the RFP process for Camp Challenge and Aftercare programs.

VI. Comments by Commission President.

VII. Public Comment.

VIII. Other Business.

IX. Adjournment.

January 5, 1995

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(415) 753-7870 375 Woodside Avenue San Francisco, CA 94127

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MINUTES OF REGULAR COMMISSION MEETING
of the San Francisco Juvenile Probation Commission
Jan. 11, 1995

I. The meeting was convened at 5:37 pm by President Don Clay. C. Rodriguez, C. Cook, C. DeMartini, C. Echavarri were present.

II. *Review of minutes of regular meeting of Dec. 14, 1994*
The minutes were approved as read.

III. *Chief Probation Officer's Report.*
The count in the hall today was 126, and it continues to go down as a part of the new program to keep the count within CYA limits, and to serve the best interest of the youth. The heating and ventilation system is still a concern and some more funds will have to be diverted from another project to complete this. In prevention services, many meetings with the SFUSD and probation officers have resulted in the Dept. putting together a program where POs will be getting truant kids back into school. The SFUSD has agreed to look into sharing the ADA for those students with the Dept. The concept for this program came from Rich Perino. Chief Flowers feels if this succeeds it will keep them in school, allow the POs to have more contact with their youth, and reduce the amount of opportunity for the youth to get into trouble. The SFUSD is happy the Dept wants to do this as there has been inadequate effort in the past to get truants back into school. Also being talked about is a mentoring program, working with first time offenders. The Dept wants to teach those less sophisticated offenders that such crimes are serious and that the staff will work with them to steer clear of the probation system. Chief Flowers commended Fred Virgilio for his expertise on this issue.

Key control is a big problem in the building, both YGC and the hall. The new policy will be that no one will have keys to outside doors of the building. A policy has been passed out to staff, with all the new procedures so that there is a minimum of keys in existence and a maximum of control. The staff has been instrumental in putting the plan together; Dennis Doyle wrote the plan.

The Chief will be going down to Santa Clara County Thursday to look into different types of facilities, to see what might be useful to this Dept. in solving overcrowding problems.

The Chief continues to visit staff, and visit with them. He stepped into a staff meeting with South Intake and was very impressed with the level of participation and commitment shown in their discussions.

C. Echavarri asked if the prevention program would be a special unit of POs, or just regular case carrying POs. The Chief said the details have not been worked out yet, but as they put it together, adjustments will be made. He acknowledged that there are not enough POs to do everything and this may be an issue that needs to be dealt with. One PO has to be assigned to oversee the program, but no more detail is available. This does not involve the police. C. Echavarri asked for a concept paper on the project. They are working from Perino's concept, but the final format will be different. The Chief will get a working paper to C. Echavarri next week.

C. Rodriguez asked about the prevention unit and if they will be involved. The Chief deferred to Fred Virgilio in the process. C. Rodriguez asked about the status of the curfew law and if the Dept has been involved in those discussions. No. C. Cook asked about flex time potential for this program. Again, the Chief deferred to Fred and will get back to the Commission with details as they become available.

IV. *Committee Reports: Program Committee*

C. Echavarri reported on the meeting: it was recommended to revisit the resolution establishing the Youth Advisory Board and to rescind it and disband the Board for now. On the issue of the RFP process for the Camp Challenge and Aftercare programs it was recommended to return the bids to the Dept for reworking and once approved by the Commission, to re issue the bids. On reviewing the Juvenile Justice Task Force report, it was decided to do it in sections, examining one section at a time at a regular Program Committee meeting, the first section to be reviewed will be Facilities. Cheyenne Bell brought up the issue that the Commission needed to approve the Dept's modification of contracts with community based agencies (reported in Sept.) from $32K to $50K, and asked for a resolution to be sent to the Bd of Supes for this purpose. C. Rodriguez raised his concern that the decision to review the Task Force report in sections had to be acted upon by the full Commission, by Robert's Rules of Order. (full minutes available at the JPC office)

C. Clay asked about the Home Based supervision programs. Cheyenne Bell reported $219,953. was budgeted (not all of which will be utilized): $50K in a voucher system, and $35K in training. $53,953 will likely not be used. The contractors have gone through training with the new contract requirements. Meetings have been had with Judge Hitchens and the City Attorney and they agreed to let the agencies accept probation violators. Modifications were signed in November. Bell asked for the Commission to make a decision based on the information she has provided at this meeting. Bell said the Commission did approve of this as a part of the budget process. She asked the Commission to not wait a month to take a vote on release of the funds. C. Clay expressed his concern that the City Attorney did not allow the Commission to take action on the other resolution asked for by the Dept. because it was not calendared. The City Attorney asked why the funds were on reserve, who put it there, and if the Commission is actually required to approve any release. This is a different case than the other resolution where that was a modification of a contract. The City Attorney suggested that if the Commission has to take action on it, the Dept. can have it calendared next month, simultaneous to asking the Bd of Supes to act on it. This would eliminate an additional month wait.

Mission Committee

C. DeMartini reported on the meeting. No final action was taken at this meeting, materials will be reviewed, Chief Flowers will return with a draft of a statement for the committee's review and a follow up meeting will be scheduled.

V. *Action Items:*

A. *Motion to request the Board of Supervisors approve the addition of an indemnification clause to a previously approved contract with Santa Clara County, for the housing of San Francisco female juveniles at their ranch.*

This is a pro forma clause that needs to be in the contract. C. DeMartini moved and C. Rodriguez seconded. A vote on the motion was called:

C. Clay:	Yes	C. DeMartini:	Yes
C. Rodriguez:	Yes	C. Echavarri:	Yes
C. Chan :	absent	C. Salarno:	absent
C. Cook:	Yes		

Motion passed.

B. *consider approval of Program Committee's recommendations for the RFP process for Camp Challenge and Aftercare programs.*

The recommendation from the Program Committee was to give the program back to the Chief in order for him to restructure it and bring it back to the Commission at the next meeting. C. Clay asked for a motion to approve this recommendation. C. DeMartini made the motion. C. Cook seconded.

C. Echavarri spoke against the motion. She repeated her concerns, as stated in the Program Committee: the issue was not to revisit the program concept, but just the selection process. C. Cook stated his concerns (also from the committee meeting) and wants the Commission to have input in the final product.

C. Rodriguez says the Commission has the authority to withdraw any contract. C. Echavarri asked the City Attorney for an opinion. The Commission did pass on the program, and permission was given for the RFPs. If the Commission did not believe in it, and wants to change it now, then it should be calendared correctly.

C. Clay summarized it as follows: the Commission did agree upon a program, but last month the Dept.'s choices for operating those programs were presented to the Commission and there was no agreement to approve those choices. It came back to the Program Committee for some understanding of what the Commission wanted from the providers, so that it could approve the choices. The issue is whether the providers meet the required specifics of the programs. C. Cook again expressed his concerns about the chosen provider's making changes in program requirements.

C. Clay repeated the concerns from the last meeting that the process followed by the Dept. in choosing the providers did not allow for Commission or public review of the providers and what they proposed, and gave no role for input to any final choices.

There was a discussion about which was the issue, the concept of the programs or the process of selection for providers.

C. Echavarri asked for the original language of the motion. The Secretary, reading from his notes said it was, to refer the process back to the Chief and Department for reworking. C. Clay further clarified that the process being discussed is the process in selecting the providers. The City Attorney suggested C. Cook rethink that motion now in light of the discussion, to see if he would change the language.

C. Clay stated his version of the motion: To refer approval of selection of the provider back to the Chief Probation Officer for compliance with the program requirements.

Chief Flowers' understanding of the Program Committee's directive that he can make necessary changes as he sees fit. C. Clay said that there would be restrictions since the Commission has already approved a program concept. The City Attorney said that if the Commission wanted to revisit the entire program concept, then C. Echavarri is right, it needs to re calendar it as such. C. Clay stated that at this point the Dept has "nothing" since there is no approval of provider choices. The City Attorney said that if the Chief could not find a provider who could fit within the program requirements, then he could come back and suggest program changes. C. Clay asked if a motion was really necessary? The Commission can give a directive to the Chief, without a motion, and have the Chief come back next meeting with his recommendations. Then a more appropriate agenda item can be calendared the next meeting. C. Clay asked C. Cook to withdraw his motion. He did so. C. Clay asked the Chief to go back and rework the program and come back to the Commission when he was ready to ask for their action.

VI. *Comments by Commission President.*
None

VII. *Public Comment.*
Dan Schwab, Pro Action Associates, is very interested in continuing this process and the possibility of working with the Dept. to improve the programs at LCR. He offered that the point is to serve the population better, and that his organization is willing to help the Department reach a point where the program structure will work for LCR.

Ruth Cowan, continues to have questions regarding these programs. She has not had answers to many of her questions, such as, is it in the budget, and whether the structure of the programs really fits the structure of the ranch operations. Has there been input from the judges? Is there a document on LCR which would answer any of these questions.

Rich Perino, POA. He believes that there was not sufficiently open discussion in the Program Committee to determine the best use of the AB 799 funds, that what was done was more an effort to further the ideas of privatization of services. He recommends that the entire process, from concept to implementation, be revisited.

C. Echavarri asked about the status of the hearing for Fred Jordan. C. Clay replied that he has been given a list of 12 names appearing on the civil service list for hearing officers, and that he will select one name, in conjunction with the City Attorney. Jordan's counsel has informed the City Attorney that he is preparing a letter estimating the amount of time he will need in presenting the case before the hearing officer, and this will help in scheduling the date and time for the hearing.

C. Echavarri also reminded the Commission that she had requested a meeting of the Personnel Committee to perform an evaluation of the Executive Secretary. She also asked the Committee to begin discussing what process the Commission may want to follow in naming a permanent Chief Probation Officer. C. Clay directed the Secretary to inform the Personnel Committee's Chair to schedule a meeting for these concerns.

VIII. *Other Business.*
None

IX. *Meeting was adjourned at 6:50 pm*

City and County of San Francisco
Juvenile Probation Commission

C. Don Clay, President
Peter Rodriquez, Vice President
Agnes Chan, Commissioner
Frank L. Cook, Commissioner
Esperanza Echavarri, Commissioner
Eugene V. DeMartini, Commissioner
Harriet Salamo, Commissioner

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

NOTICE OF SPECIAL COMMISSION MEETING
of the San Francisco Juvenile Probation Commission

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to consider action on the 1995-96 Juvenile Probation Dept. budget

5:00 PM, Wednesday, Feb. 1, 1995
Youth Guidance Center Cafeteria
375 Woodside Avenue

AGENDA

I. *Roll Call.*

II. *Committee Report*
Report from Finance Committee re: 1995-96 Juvenile Probation Dept. budget, and their recommendations for action

III. *Action Item*
Motion to approve or reject Finance Committee's recommendation re: submission of proposed 1995-96 budget to the Mayor's Office.

IV. *Public comments*

V. *Adjournment.*

Jan. 27, 1995

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City and County of San Francisco
Juvenile Probation Commission

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MINUTES OF SPECIAL COMMISSION MEETING

of the San Francisco Juvenile Probation Commission
Wednesday, Feb. 1, 1995

I. *The meeting was convened at 5:05 pm by* C. Clay. All Commissioners were present with the exception of C. Chan, who was excused.

II. *Committee Report*

Report from Finance Committee re: 1995-96 Juvenile Probation Dept. budget, and their recommendations for action.

C. Rodriguez reviewed some of the items presented by the Dept. from the proposed budget, eg. reduction in overtime costs, changes in the Camp Challenge funding, addition of a SHO program unit (personnel and associated costs). He re capped some of the questions that were raised, especially by C. Echavarri, who was concerned about funding level requests which did not seem to have clearly stated programmatic descriptions attached to them, as well as where the changes in Title IV monies affected different programs. C. Rodriguez said that further programmatic and financial information would be forthcoming about those issues.

Chief Flowers offered to give more detailed information regarding the SHO program and aftercare programs. The Commission chose not to go into that at this time.

C. Clay asked if there was a motion regarding the budget, and C. Cook moved to accept the Dept.'s proposed budget for submission to the Mayor. C. Rodriguez seconded.

C. Echavarri repeated her concern around voting on a budget with increases without having details on what program changes were made, and especially in the SHO program and how it would affect the communities, and asked that in future Program Committee meetings these question be taken up before anything is finalized.

III. *Action Item*

Motion to approve or reject Finance Committee's recommendation re: submission of proposed 1995-96 budget to the Mayor's Office.

The question was called. **A vote was taken and the motion passed 5-1, with C. Echavarri voting no.**

IV. *Public comments: None*

V. *The meeting was adjourned at 5:30 pm.*

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NOTICE OF REGULAR COMMISSION MEETING
of the San Francisco Juvenile Probation Commission

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5:30 PM, Wednesday, Feb. 8, 1995
Youth Guidance Center Cafeteria
375 Woodside Avenue

AGENDA

I. Roll Call.

II. Review of minutes of regular meeting of Jan. 11, 1995, Special Commission meeting of Feb. 1, 1995.

III. Chief Probation Officer's Report.

IV. Committee Reports: Program Committee

V. Discussion Items:
  - A. potential sites for first quarterly meeting (March) at a community site.
  - B. consideration of Dept.'s request for a resolution renewing a standard agreement between the City and State of Calif. Dept. of Youth Authority, for emergency custody of minors.

VI. Action Items:
  - A. Motion to approve or reject a resolution to the Board of Supervisors requesting release of $219, 953 in funds placed in reserve for modification of the Intensive Home Supervision program contracts.
  - B. Motion to approve or reject the Dept.'s recommendations (via Program Committee) for moving ahead with the Camp Challenge and Aftercare programs.
  - C. Election of Commission officers for 1995.
  - D. Committee assignments

VII. Comments by Commission President.
VIII. Public Comment.
IX. Other Business.
X. Adjournment

Feb. 3, 1995

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City and County of San Francisco
Juvenile Probation Commission

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MINUTES OF WEDNESDAY, FEB. 8, 1995
REGULAR COMMISSION MEETING
of the San Francisco Juvenile Probation Commission

I. Meeting was convened at 5:35 pm. by C. Clay, C. Echavarri, C. Cook, C. DeMartini, C. Salarno were present.

II. *Review of minutes of regular meeting of Jan. 11, 1995, Special Commission meeting of Feb. 1, 1995.* C. DeMartini moved to accept Jan. 11, C. Cook seconded. Motion passed unanimously. C. Cook moved to accept Feb. 1, C. DeMartini seconded. Motion passed unanimously.

III. *Chief Probation Officer's Report.*
no major issues to report. Chief Flowers commended Judy Griffin for the positive things she is doing in leading the Hall, and he reported that they are trying to resolve some problems with outside agencies being affected by the new key control policy. He mentioned a number of position s which have not been authorized for hire-- some of these positions will be necessary for implementing the new key control policy.

C. Clay commended Judy Griffin on the significant reduction in overtime hours utilized by the Hall. In one pay period it used to average 500 hrs, but since Jan it has averaged 60 hrs per pay period.

Chief Flowers reported that the count in Juvenile Hall was 141 today. This unusually high number is due to an increase in female detainees, and a number awaiting out of home placement. Fred Virgilio is looking into different ways to alleviate this problem. C. Cook asked if the numbers are due to increase in crime. The Chief said it was due to the types of violations, which do not allow the Dept. to release them.

C. Echavarri asked about the reported attempted suicide in Dec. She has not seen an incident report. Chief Flowers reported that the incident has been investigated by many people, with ongoing inquiries. Last week he met with the PD and social workers/interpreters to talk with the youth. Yesterday (2/7) met with Mr. Prentiss from Public Health, regarding this matter. There is no allegation of wrongdoing by any staff. The youth was reported to have serious suicidal ideations. Staff were aware of it. When the 'incident' occurred, J. Medina called C. Clay to inform him. C. Echavarri asked for an exit report about the incident and follow up investigation. The Chief agreed to get her one.

IV. *Committee Reports: Program Committee*
C. Echavarri reported on the meeting. They discussed the Facilities section of the Juvenile Justice Task Force report. A discussion regarding the Aftercare program concept was tabled until the next meeting. They approved recommending the Commission pass a resolution to release funds for the Intensive Home Based Supervision program. A set of minutes of the meeting is available in the JPC office.

V. *Discussion Items:*
A. *potential sites for first quarterly meeting (March) at a community site.*
C. Salarno commented that she thought there was not a very good response and attendance by community residents when we hold meetings in the community (she gave the Richmond district meeting as an example). C. Echavarri pointed to the others --Hunters Point-- for the larger numbers of people who came. C. Salarno offered Chirst Church Lutheran, but there would be a $75 cost. The task was given to the Secretary to locate a site for the March meeting.

B. *consideration of Dept.'s request for a resolution renewing a standard agreement between the City and State of Calif. Dept. of Youth Authority, for emergency custody of minors.*
There was a discussion regarding where this item should have been placed in the agenda. It is a continuing contract, but needs renewal. It should have been calendared as an action item.
C. Salarno moved to declare this an emergency that threatens serious injury to the public interest if an action is deferred. **It was seconded and passed unanimously.**

C. DeMartini moved to approve the resolution renewing the CYA contract for emergency custody. **It was seconded and passed unanimously.**

VI. *Action Items:*

A. *Motion to approve or reject a resolution to the Board of Supervisors requesting release of $219,953. in funds placed in reserve for modification of the Intensive Home Supervision program contracts.*
C. Echavarri moved to approve the resolution. C. DeMartini seconded. **The motion passed unanimously.**

B. *Motion to approve or reject the Program Committee's recommendations regarding the Dept.'s planned use of AB 799 funds for an After Care program and other Log Cabin Ranch programs.*
Item was taken off this agenda and will be calendared for action at the next meeting.

C. *Election of Commission officers for 1995.*
C. Salarno nominated C. Clay for the office of President. C. Cook seconded. **The vote was unanimous in favor.**
C. Cook nominated C. Rodriguez for the office of Vice President. C. Salarno seconded. **The vote was unanimous in favor.**

C. Clay brought up an item requested by Chief Flowers for an emergency action. The Chief reported that an emergency situation exists at Log Cabin Ranch with the washing out of a wooden bridge, and at the hall with a shortage of funds for rehab of the heating/ventilation system, along with assorted other tasks that need attending to. The Dept will be meeting with the Controller next Tuesday, and they will propose to use Dept funds (a copy of the proposed expenditures was presented to the Commissioners) to accomplish this, and does not represent additional funding requests from the city's general fund. They are asking for authorization from the Commission to enter into discussion with the Controller for this purpose, and if approved, to go ahead and expend the funds as proposed. Chief Flowers commended Ace Tago for structuring the budget so that they could find a solution to where the money could be pulled from.

Since this item came to the attention of the Commission after the posting of the regular agenda, it needs to be declared an emergency. C. DeMartini so moved, C. Salarno seconded. **The motion passed unanimously.**

A motion was then made to allow the Dept. to enter into discussions with the controller and then to expend the funds when approved. C. DeMartini moved, C. Cook seconded. **The motion passed unanimously.**

D. *Committee assignments*
C. Clay decided to table this item until the next meeting.

VII. *Comments by Commission President*
Reminded the Commissioners about the receptioin for Chief Flowers next Wed.

VIII. *Public Comment.*

Ruth Cowan asked if the area around the perimeter fence has been secured, either by installing lighting there or securing access to it. She is very concerned about the safety of the staff who use the back lot and have to use the perimeter road during dark hours of day or night.

Chief Flowers explained that the fence and road is a concern, and will be looking into what can be done within the limits of funding. He urged her to write her concerns and ideas to Dennis Doyle.

Peter Bull expressed concern over public access to the JPC meetings. The front door of YGC was unattended and locked today between 5 and 5:30 pm. He also expressed concern over unavailability of copies of materials that were given to the Commissioners at the meeting. He commended C. Echavarri for her service to the Dept. as a Commissioner.

Cheyenne Bell also commended her for her commitment to youth, in her role as a Commissioner and in her other professional duties.

Mel Askins commended the administration for their efforts to involve Dept. staff in developing new programs in the Dept. and commended the Commission for their efforts.

IX. *Other Business.*

C. Echavarri announced that this is her last commission meeting. She acknowledged former Mayor Agnos for the appointment. It is a privilege to be a policy maker and all Commissioners should be willing to spend the time necesscary to do the job, or they shouldn't be up there. She expressed that these last few months have been difficult because of the divergency of views, but she has kept in mind her responsibility to the youth in the Dept. Her commitment has been to voice her views whether it be the minority or majority position. She thanked the City Attorney's office and Fred Jordan. She feels there was a tremendous loss in Jordan's firing. She also acknowledged the work done by the Executive team (former members). She said that her struggle and advocacy will continue on the other side of the table.

C. Clay thanked C. Echavarri for her hard work and said that while they have not always seen eye to eye on issues, it has been a refreshing and stimulating dialog, and her absence will be felt on the Commission.

X. *The meeting was adjourned at 6:30 pm.*

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

C. Don Clay, President
Peter Rodriquez, Vice President
Agnes Chan, Commissioner
Frank L. Cook, Commissioner
Eugene V. DeMartini, Commissioner
Esperanza Echavarri, Commissioner
Harriet Salarno, Commissioner

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

NOTICE OF MEETINGS OF THE SAN FRANCISCO JUVENILE PROBATION COMMISSION TO BE HELD AT A COMMUNITY SITE

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(wheelchair access from 18th Ave)

4:00 PM & 5:30 PM,
Wednesday, MARCH 8, 1995

The 4:00 pm meeting will be of the Program Committee and the Full Commission will meet at 5:30 pm.

AGENDAS WILL BE POSTED BY MARCH 1

Feb. 17 1995

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C. Don Clay, President
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Chief Juvenile Probation Officer

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NOTICE OF CANCELLATION

OF MEETINGS OF THE

SAN FRANCISCO JUVENILE PROBATION COMMISSION

Originally announced for

Wednesday, MARCH 8, 1995
4:00 PM & 5:30 PM,

at

JEFFERSON ELEMENTARY SCHOOL AUDITORIUM
1725 IRVING ST. at 19th AVE.

March 3, 1995

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C. Don Clay, President
Peter Rodriquez, Vice President
Agnes Chan, Commissioner
Frank L. Cook, Commissioner
Eugene V. DeMartini, Commissioner
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Harriet Salamo, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

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NOTICE OF RESCHEDULED

MEETINGS OF THE

SAN FRANCISCO JUVENILE PROBATION COMMISSION

Wednesday, MARCH 22, 1995
4:00 PM & 5:30 PM

at

JEFFERSON ELEMENTARY SCHOOL AUDITORIUM
1725 IRVING ST. at 19th AVE.

The Program Committee will meet at 4:00 pm and the Full Commission will meet at 5:30 pm.

Agendas will be posted at a later date

March 3, 1995

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City and County of San Francisco
Juvenile Probation Commission

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MINUTES OF MARCH 22, 1995
REGULAR COMMISSION MEETING
# of the San Francisco Juvenile Probation Commission

I. *The meeting was convened at 5:50 pm,* and all Commissioners were present. C. Clay acknowledged and welcomed newly appointed Commissioner Terry Landini-Brennan. C. Clay also welcomed the attendance of Katherine Feinstein of the Mayor's Criminal Justice Council.

II. *Review of minutes of regular meeting of Feb. 8, 1995*
There were no corrections to the minutes. Minutes passed as recorded.

III. *Chief Probation Officer's Report.*
Chief Flowers reported a daily count of 99 in the hall. While this is partly due to weather, it is the direction the Dept wants to go. Chief Flowers asked the Commission to give a letter of commendation for the staff at Log Cabin Ranch for the enormously good work they did keeping the facility and activities for youth working, in face of the recent storms which caused them to do work above and beyond expectations. He reported on the 'girls summit' he held with CBOs to discuss ways of increasing and improving services to the girls in the Dept. and is encouraged by their response. There is a committee made up Dept and CBO reps. to craft a plan. The Chief met with representatives from CYA who expressed an interest in possibly working with the Dept for use of Hidden Valley Ranch, talks will continue. He has set up a meeting for April 4 to further look into what it will take to utilize Hidden Valley Ranch. in the future. Recently the Dept. went through a state audit of its Title IVa programs. It was in the main a positive and satisfactory report. The Chief and C. Clay met with members of the Civil Grand Jury to answer questions regarding the follow up on the Mayor's Task Force Report. And the Chief went before Supervisor Hallinan's committee to answer similar questions. The chief attended a meeting of Chief Probation Officers, in Sacramento, and had good discussion with them and state legislators, who are all interested in seeing SF do some good things.

C. Rodriguez asked about the Santa Clara contract to refer girls when needed. Fred Virgilio said that they will be taking advantage of it. C. Rodriguez asked also about those in B5 who are being held over for adult hearings, and suggested the contract with CYA be utilized. The Chief said that Judy Griffin is working on that.

IV. *Committee Reports: Program Committee.* C. Rodriguez gave a short report (minutes available at the Commission office) *Personnel Committee* C. Salarno gave a short report on their meeting (minutes available at Commission office).

V. *Discussion Items:*
   A. *Discuss interdepartmental procedures for providing physical and mental health services to detainees, as discussed in Program Committee, and consider setting a clear policy in this area at next general meeting.*
   This item was tabled in the Program Committee and will be taken up at the next meeting.

VI. *Action Items:*
   A. *Committee assignments for 1995, by Commission President*
   Personnel: C. Salarno, C. Chan , C. Cook
   Program: C. Cook, C. DeMartini, C. Landini-Brennan,
   Finance: C. Rodriguez, C. Chan , C. Landini-Brennan

Mission: C. DeMartini, C. Rodriguez, C. Salarno
First named Commissioner is Chair of each committee

Additionally, C. Clay asked the Secretary to work with C. Rodriguez in revising the Rules and Authority of the Commission, for presentation to the full Commission.

B. *Motion to approve the Program Committee's recommendations regarding the Dept.'s planned use of AB 799 funds for a Transition and After Care program*
C. Cook moved that with the modifications stated in the Program Committee, the proposal for the Transition/Aftercare program be accepted. C. DeMartini seconded it.

Public Comment: Cheyenne Bell just wanted to make sure the understanding is that there is another component --Don Sanders-- which is a separate cost to the total contract.

The question was called. The vote was unanimous in favor. The motion passed.

C. *Motion to approve Program Committee's recommendation regarding the Department's plans for implem*enting *a Serious Repeat Offenders Program.*
C. Cook moved to accept, C. DeMartini seconded.

Public Comment: Carmella Gordon Brown, Coleman Advocates, has a concern for the extraordinary amount of money being asked for equipment in the SHO program. Fred Virgilio explained why this is. Ms. Brown also asked about the rationale of having violent habitual offenders out in the community on probation. Ans: it is the court's decision.

Aimee Exnicios also expressed the concern for lack of personnel to perform clerical support so POs can do their jobs.

Rich Perino spoke in support of the SHO and said that it was in line with what the state considered a good format. C. Salarno said that the State is concerned how the courts are making decisions on disposition of serious offenders.

C. Chan asked if any representative from the SFUSD was there to speak for their role. Cindy Lee, Deputy DA said that she has been in close touch with the Pupil Services division and is comfortable with the commitment of the schools.

Michael Hopper, Coleman Advocates, encouraged the program look beyond the monitoring, and make sure there are services for the youth.

There were no other comments. **The question was called. All Commissioners with the exception of C. Chan voted in favor of it. The motion passed.**

VII. *Comments by Commission President.* none
VIII. *Public Comment.*
Mary Harris did not get a notice of cancellation of the meeting.
Bill Vince, Police Liaison to Dept. Commended line staff POs for their great help in solving a homicide (Dennis Sweeny and Ana Villagran) and leading to the arrest of 3 culprits.
IX. *Other Business.* None
X. Meeting was adjourned at 6:45pm

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City and County of San Francisco
Juvenile Probation Commission

NOTICE OF ADMINISTRATIVE HEARING

for Mr. Fred Jordan

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Monday, MARCH 27, 1995
10:00 AM

to be held at

YOUTH GUIDANCE CENTER'S CONFERENCE ROOM
375 Woodside Ave

The public is invited to attend, but no public coments will be taken.

March 16, 1995

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Peter C. Rodriguez, Vice President
Terry Landini-Brennan, Commissioner
Agnes I. Chan, Commissioner
Frank L. Cook, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

12/95

NOTICE OF REGULAR COMMISSION MEETING
# of the San Francisco Juvenile Probation Commission

5:30 PM, Wednesday, April 12, 1995
Youth Guidance Center Cafeteria
375 Woodside Ave

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AGENDA

I. Roll Call.

II. Review of minutes of regular meeting of Mar 22 1995

III. Chief Probation Officer's Report.

IV. Committee Reports: Program Committee
Mission Statement Committee

V. Discussion Items:
   A. Discuss interdepartmental procedures for providing physical and mental health services to detainees, as discussed in Program Committee, and consider setting a policy in this area at next general meeting (item tabled from Mar meeting)

VI. Action Items:
   A. Motion to accept recommendations from Personnel Committee evaluation of Commission Secretary.

   B. Motion to accept recommendation of Program Committee regarding Out of Home Placement section of the Mayor's Juvenile Justice Task Force Report.

VII. Comments by Commission President.
VIII. Public Comment.
IX. Other Business.
X. Adjournment

April 5, 1995

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MINUTES

~~NOTICE~~ OF REGULAR COMMISSION MEETING
# of the San Francisco Juvenile Probation Commission
April 12, 1995

I. *The meeting was convened at 5:42pm by Comm. Clay. All Commissioners were present.*

II. *Review of minutes of regular meeting of Mar 22 ,1995*
The minutes were adopted, without any corrections

III. *Chief Probation Officer's Report.*
Chief Flowers reported that the appropriation for the Serious Offender Program was approved at a budget committee mtg (Bd of Supes) with the exception of a District Attorney. A skeletal program will begin. A supplemental budget of $1.2 mil. for maintenance activities was approved. He went on to introduce Mercedes Hernandez, the new Personnel Director, and Johnny Miller, the interim Director of Log Cabin Ranch.
Comm. Rodriguez encouraged Miller to maximize the use of the ranch. Chief Flowers says that the ranch program is being extended from 6 to 9 mos. Comm. Rodriguez also encouraged that the ranch program become more behavior changing, and not just maintenance of a status quo.

Comm. Salarno asked about Hidden Valley. Chief was expecting to use Hidden Valley to place youth while units in Juvenile Hall were being fixed. But it seems very expensive to get into a usable state. The Fire Marshall estimates $100-150K to bring alarm system up to code. They are still working out the details to see it this is possible.

The Chief gave a short recap of the population in the hall in March. he also said that in any future discussion of building a new facility, it should be agreed that we need to anticipate more rooms than we might use, due to the classification purposes.

IV. *Committee Reports: Mission Statement Committee*
Comm. DeMartini made a short report, and explained that another committee meeting will be set up for next week to continue discussing with the Chief.
Program Committee
Comm. Cook gave a short review of the topics covered. A full set of minutes for both committees is available in the Commission office.

Comm. Clay commented that the Program Committee's motion to reconsider the Disposition Section of the Task Force report may raise procedural questions as to how agenda items are dealt with or revisited. He wanted to make sure that the Committee did not commit any errors in re discussing an item that was already passed.

V. *Discussion Items:*

A. *Discuss interdepartmental procedures for providing physical and mental health services to detainees, as discussed in Program Committee, and consider setting a policy in this area at next general meeting (item tabled from Mar meeting)*
Comm. Clay asked what was done on this, and Comm. Cook and Comm. Rodriguez said the main issue is where the coordination was in deciding services and programs for the youth, that were was no apparent coordination, but that the Dept was not there at the meeting to give their report on it.

VI. *Action Items:*

A. *Motion to accept recommendations from Personnel Committee evaluation of Commission Secretary.*
Comm. Cook moved to accept the recommendations. It was seconded. The vote was unanimous in favor.

B. *Motion to accept recommendation of Program Committee regarding Out of Home Placement section of the Mayor's Juvenile Justice Task Force Report.*
Tabled until next meeting.

VII. *Comments by Commission President.*
Comm. Clay commended all those who have been coming to the meetings, especially to the Committee meetings, where most of the work is being done. And thanked them for their input.

VIII. *Public Comment.* None

IX. *Other Business.* Comm. Salarno asked that the Commission send a letter to Arlo Smith to not transfer her out of this assignment. Comm. Clay asked Comm. Salarno to draft a letter for his review and approval to send out.

Chief Flowers also spoke in strong favor of keeping Cindy Lee at her current position.

Comm. Rodriguez asked about SOP, specifically the $60K that was going to fund a part time DA. for the program. Comm. Rodriguez also went onto commending the staff on B5 during an incident that recently occurred there.

X. *The meeting was adjourned at 6:30pm*

C. Don Clay, President
Peter C. Rodriguez, Vice President
Terry Landini-Brennan, Commissioner
Agnes I. Chan, Commissioner
Frank L. Cook, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

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5/10/95

NOTICE OF REGULAR COMMISSION MEETING of the San Francisco Juvenile Probation Commission

5:30 PM, Wednesday, May 10, 1995
Youth Guidance Center Cafeteria
375 Woodside Ave

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AGENDA

I. Roll Call.

II. Review of minutes of regular meeting of April 12, 1995

III. Chief Probation Officer's Report.

IV. Committee Reports: Program Committee
Mission Statement Committee

V. Discussion Item
Revised Rules and Authority for Juvenile Probation Commission

VI. Action Items:
- A. Suggestions for community meeting site for June 14.
- B. Motion to accept recommendations from Program Committee on Commission's role in selection of community based contractors.
- C. Motion to accept recommendations from Program Committee on Department's MOU with Health Dept. regarding services for Juvenile Hall detainees.
- D. Motion to accept recommendations of Program Committee regarding Out of Home Placement section of the Mayor's Juvenile Justice Task Force Report.

VII. Comments by Commission President.
VIII. Public Comment.
IX. Other Business.
X. Adjournment

May 4, 1995

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City and County of San Francisco
Juvenile Probation Commission

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MINUTES OF REGULAR COMMISSION MEETING
of the San Francisco Juvenile Probation Commission
Wednesday, May 10, 1995

I. The meeting was convened at 5:36pm. All Commissioners were present, with the exception of Comm Clay, who was excused.

II. *Review of minutes of regular meeting of April 12, 1995*

Comm. Chan expressed her concern that mail seems to not be getting to her again. Other Commissioners seem to be getting their copies. Comm. Chan asked the Dept. to make sure that mail does go out. Comm. Rodriguez asked whether there were any other comments regarding the issue. There were none. Comm. Rodriguez asked for a motion to accept the minutes. It was moved and seconded. The minutes were approved.

Comm. Rodriguez sadly announced the passing of Barbara Casper, a 20 year veteran of the Probation Dept., both as a field Probation Officer and in detention, and Coordinator for volunteer services for the Dept. She was a loving and caring person and the she will be missed. Comm. Rodriguez asked for a minute of silence in honor and memory of her.

The Commission extends its condolences to the family.

III. *Chief Probation Officer's Report.*

The average daily population for April was 93 boys, 16 girls. In March it was 92 boys, 17 girls. On this day, there were 116 (91 boys, 25 girls). The Chief expressed his disappointment at the difficulty in getting girls through the system due to the lack of services.

The closure of the units in the hall for ventilation/heating repairs will take place in the summer. The windows in the units are also being changed. And an electronic call button and door opener for each room. Initial discussions about using the new jail facility on 7th st. but due to state laws, it will not be possible. Therefore, work is proceeding to make Hidden Valley Ranch ready for use. Chief Flowers acknowledged the assistance of retired SF Fire Marshall Ed. Phipps in getting the reviews done to get approval for use of Hidden Valley. He asked the Commission to send a letter thanking Mr. Phipps for his help.
The programs at the ranch are being looked at now with some psychologists and educational consultants to see where they can be strengthened.

Question: how will staff be provided for this move? Ans: counseling staff will follow their unit down, and program staff at the ranch will still be the same (educational program is still the SFUSD's responsibility). Question: is there any other alternative than to close two units at a time, is all at once possible. Ans: no. there are no other facilities capable of housing the entire population at one time, not withstanding using all the contracts the Dept has with other counties for housing SF wards in their facilities.

IV. *Committee Reports: Program Committee*

Comm. Cook reported on the committee's work. A full report of minutes is available from the Juvenile Probation Commission office.

Mission Statement Committee. met, took testimony and heard from the Dept., over the proposed language of the new Mission Statement. It approved to be sent to the full Commission for acceptance, the new Mission statement.

Public comment: Peter Bull from Coleman Advocates expressed the concerns again that he raised in the Mission Statement Committee meeting. Comm. Chan agreed and would like to see it back in.

V. *Discussion Item*

Revised Rules and Authority for Juvenile Probation Commission.

There were few comments regarding the rules, particularly the rule concerning community meetings. Since this was the first time the Commissioners had a chance to see the suggested revised version, further discussion was tabled until the next meeting.

VI. *Action Items:*

A. Suggestions for community meeting site for June 14. Marina Middle School will be checked out.

B. Motion to accept recommendations from Program Committee on Commission's role in selection of community based contractors. The motion was seconded. The question was called. **The vote was unanimous in favor (6-0).**

C. Motion to accept recommendations from Program Committee on Department's MOU with Health Dept. regarding services for Juvenile Hall detainees. This item was tabled.

D. Motion to accept recommendations of Program Committee regarding Out of Home Placement section of the Mayor's Juvenile Justice Task Force Report. Comm. Cook explained that the one change in the Task Force's recommendations was to take out the specific reference to 3 failures of out of home placement being a rule for not referring to a group home again. (It is not allowed by the Welfare and Institutions Code). The question was called. **The vote was unanimous in favor (6-0).** The last section of the Task Force Report will be calendared on the Program Committee's meeting.

VII. Comments by Commission President.
Comm. Rodriguez asked the Chief for a report on the evaluation of the programs currently contracted by the Dept. This will be calendared as a discussion item at the next Program Committee meeting. Cheyenne Bell stated that there is a completed report about the community contracts, and that it will be forthcoming.

VIII. *Public Comment.*
Mary Harris asked about an incident in Juvenile Hall where three counselors were injured. Chief Flowers explained that he does not include every incident that might happen, in his report to the Commission, but that incident reports are given to the Secretary to keep the Commissioners informed. There were no real serious injuries to staff in the incident in question. Comm. Cook asked the Chief to request from the Commission the authority to use a chemical restraint such as mace in attempting to quell violent youth in the hall. He says this is the most humane and safe means possible to address the problem. Later it was learned from the City Attorney that by the agreement with the Youth Law Center, use of chemical restraints was explicitly prohibited.
Comm. Landini-Brennan asked Chief Flowers to inform her if staff are injured.
Comm. Rodriguez stated that there should be more consideration given to the appropriate placement of such a troubled, violent youth.

IX. *Other Business.*
Comm. Salarno informed the Commission that Arlo Smith sent a response to the Commission's request to keep Cindy Lee up at Youth Guidance Center. It was a thank you letter, but Cindy was transferred out anyway. Comm. Salarno Asked that when the new District Attorney begins up at the Dept. he/she should be introduced to the Commission.

X. The meeting was adjourned at 6:40pm.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

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NOTICE OF REGULAR COMMISSION MEETING
of the San Francisco Juvenile Probation Commission

Marina Middle School
3500 Fillmore St. at Chestnut
5:30 PM, Wednesday, June 14, 1995

AGENDA

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I. Roll Call.

II. Review of minutes of regular meeting of May 10, 1995

III. Chief Probation Officer's Report.

IV. Committee Reports: Program Committee

V. Discussion Item
  A. Revised Rules and Authority for the Probation Commission

VI. Action Items:
  A. Motion to accept the new Dept. Mission Statement (approved in Committee May 10, 1995)
  B. Motion to adopt the resolution outlining the new process for selection of community based contractors for the Dept.
  C. Motion to accept the Education and Staffing sections of Mayor's Juvenile Justice Task Force Report as is, or with amendments as might be proposed by the Program Committee.
  D. Motion to approve Aftercare Program contract.

VII. Comments by Commission President.
VIII. Public Comment.
IX. Other Business.
X. Adjournment

June 9, 1995

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City and County of San Francisco
Juvenile Probation Commission

MINUTES OF REGULAR COMMISSION MEETING OF THE SAN FRANCISCO JUVENILE PROBATION COMMISSION
June 14, 1995

I. *The meeting was convened at 5:50pm.* Comm. Clay, Comm. Salarno, Comm. Cook, Comm. Landini-Brennan, Comm. Chan were present. Comm. Rodriguez was excused. Comm. DeMartini was excused.

II. *Review of minutes of regular meeting of May 10, 1995*
The minutes were approved without changes or corrections

III. *Chief Probation Officer's Report.*
The Chief began by reporting the count in the hall today. 25 girls, 104 boys. He passed out a report on OT. While there were times when OT was needed, there is a drastic reduction. Continued efforts will be made to keep reducing its use. Chief Flowers moved on to report that on May 26, he had checked in with a ranch in the east coast, when he was on vacation, Glen Mills School (where 8 SF boys are committed). He was greatly impressed with it and thought that it might be a model for Log Cabin Ranch. He reported that LCR has 47 boys currently. And the court is very pleased that the cabin program has been increased to 9-12mos. Hidden Valley: work is continuing to ready Hidden Valley for use during the rehab of the Hall, beginning July 15. Chief Flowers reported that B5 has ended its split programs, after two years of doing splits. Now, all detainees are given a full program. He credited Judy Griffin and the Hall staff for solving this problem.
Electronic home monitoring: there is only a study going on, nothing has been implemented and no plans have been laid to begin it. The Chief approves of its usage to get youth out of juvenile hall, and the courts seem to be in favor.
There was a fire in a boy's unit this week, but staff handled it well and there were no injuries. The boy who set the mattress fire is deeply disturbed. There are many youth of this type --troubled-- in the hall and it places great demands on staff, who are responding well to the situations.
Comm. Cook asked what electronic monitoring would cost. Estimated $22/day.
Comm. Clay applauded the Chief for the end of the split program in B5. He also concurred with the Chief in regards to the electronic monitoring (as it is already in use elsewhere). Finally he congratulated the Chief for the savings in OT.

IV. *Committee Reports: Program Committee*
Comm. Cook reported on the agenda of the Committee, recapping that changes were being made to the Aftercare contract and so nothing was ready for the Commission to act on. However, because of the lateness of the contract, the Committee is not going to require seeing the final contract before it is allowed to begin. The Committee also reviewed and approved the Mayor's Task Force

report, and began a review of the community based contracts. A follow up meeting will be held Monday the 19th at YGC to continue this, but Comm. Cook mentioned the concern the Committee had for the high failure rates of participants in the program. Full minutes for the meeting are available from the office.

V. *Discussion Item*

A. Revised Rules and Authority for the Probation Commission
Tabled by Comm. Clay, who asked the Deputy City Attorney to review the language for legal clarity and appropriateness. The revised rules will be calendared as a discussion item at the July Commission mtg.

VI. *Action Items:*

A. Motion to accept the new Dept. Mission Statement (approved in Committee May 10, 1995)
Comm. Clay recounted the history of the Committee, which culminated in the May 10 meeting where this Mission Statement was approved. It was carried over to this meeting to give people a chance to review it. Comm. Clay re read the statement and asked for a motion to accept. Comm. Cook moved to accept, it was seconded.
Comm. Chan moved to amend the statement by deleting the words "under the jurisdiction of the Department" and replacing it with, "in the least restrictive manner commensurate with public safety, and working with the family of the youth whenever possible." There was no second to the amendment. Discussion on the Statement as written ensued. Comm. Cook reported that the Statement is the result of a long process of discussion and consideration, and he was in full support of how it is currently worded. Comm. Chan felt strongly that the wording in her proposed amendment be included.
Public Comment:
Peter Bull, speaking for Coleman Advocates, asked the Commission to adopt Comm. Chan's amendment.
Comm. Clay called the question: **All Commissioners present with the exception of Comm. Chan, voted in favor of adopting the statement.**

B. Motion to adopt the resolution outlining the new process for selection of community based contractors for the Dept.
Comm. Cook reported that the Committee was not ready to present this resolution for Commission consideration.

D. Motion to approve Aftercare Program contract.
Comm. Clay took item (D.) out of order and Comm. Cook reported that the Committee had agreed to bypass the need to have the contract reviewed by the Program Committee and to let it go straight before the full Commission, in the interest of time, and that the Committee also

recommended a performance review in 6 mos. Since the contract wasn't ready for this meeting, it will be voted on at the July meeting.

C. Motion to accept the Education and Staffing sections of Mayor's Juvenile Justice Task Force Report as is, or with amendments as might be proposed by the Program Committee.
Comm. Cook reported that the motion from the Committee was to accept the recommendations as written in the report. Comm. Clay called for the question. **The vote was unanimous in favor.** Comm. Chan cautioned that there should be follow up on the SFUSD to make sure they actually do what they say they are going to do.

VII. *Comments by Commission President.*
Comm. Clay recalled that the Commission had said in an earlier meeting, last year, that it would be unacceptable to receive materials regarding community based contracts one, two, months prior to the need to renew them. The Commission needs the materials at the absolute latest, the first week of April in order to be able to make informed decisions. Cheyenne Bell explained that materials required from the contractors were late in getting back to the Dept. Comm. Clay said that if community based organizations are delinquent in meeting the demands of the Dept., then they should be held accountable for that deficiency. Comm. Salarno commented that agencies that do comply should not be penalized by those that do not. Comm. Chan mentioned that there were no reports from Ella Hill Hutch or SF Boys and Girls Home.

VIII. *Public Comment.*
Aimee Exnicios, PO, stated that it is a financially disastrous method. She said that the hardware problems are very large, and she would like a thorough presentation to all those involved (including parents in the community) before any attempt to use it is made.
Terry Sklar, was under the impression that there was already one case where this option was suggested, but was denied by the judge. She sees a very real problem in the area of privacy. Since juveniles' privacy is paramount, this may violate that due to the obtrusiveness of the hardware. She also commented on the Committee Program agenda item on community based program. She was concerned that the discussion implied that the Committee was inclined to increase the restrictiveness of criteria for referral to community based programs and that this would potentially blindly deny "very high risk" youth the chance to benefit from such a placement. She has seen some positive results in very hard cases. She cautioned using recidivism as the sole measure of failure.
Carmela Gordon Brown agreed with T. Sklar.
Rich Perino, PO, passed out a recidivism study to the Commissioners. He read a statement by Vincent Shiraldi and Dan MacAllair (CJCJ) which said, "..90% of the youth detained in juvenile hall are detained for non violent offenses..." If this is true, then it would have a great impact on the types of policies and practices in the Dept. If it isn't true, then that needs to be established also.

Another example is something Coleman Advocates says "San Francisco has one of the highest youth detention rates in California.." This again is like the previous statement. There is no body that verifies such claims so that the Dept. can set its course clearly. These statements seem to be part of the assumptions of many people in city hall about the Dept. Likewise, when the Jefferson Report said that POs over rely on detention as a practice, it is offered as fact. But if it is not, Perino would like the record to be set straight.

IX. *Other Business.* none.
X. *The meeting was adjourned at 6:55pm.*

C. Don Clay, President
Peter C. Rodriguez, Vice President
Terry Landini-Brennan, Commissioner
Agnes I. Chan, Commissioner
Frank L. Cook, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

F
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#1
7/12/95

NOTICE OF REGULAR COMMISSION MEETING
of the San Francisco Juvenile Probation Commission

5:30 PM, Wednesday, July 12, 1995
Youth Guidance Center Cafeteria
375 Woodside Ave

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AGENDA

I. Roll Call.
II. Review of minutes of regular meeting of June 14, 1995
III. Chief Probation Officer's Report.
IV. Committee Reports: Program Committee
V. Discussion Item
  A. Rules and Authority, revisions
  B. Site for 3rd quarter community meeting of Commission (Sept.)
  C. Establishing a Juveniles' Welfare Fund for the benefit of youths detained in the Hall and Log Cabin Ranch.
  D. Resolution to establish a concession stand at YGC for the benefit of YGC staff and the public.

VI. Action Items:
  A. Motion to approve or reject resolution language on selection process for community based contracts (the process was approved at a previous Commission meeting, this is merely a passage of the written language).
  B. Motion to approve or reject Program Comm. recommendation for continuing current funding for Chinatown Youth Center ($50,000)
  Real Alternatives Program ($50,000)
  Morrisania West ($50,000)
  West Bay Pilipino Multi Service Corp ($50,000)
  Bayview Hunter's Point Foundation, (at $170,000)
  YWCA (at $40,000), Ella Hill Hutch Center (at $46,435)
  Potrero Hill Neighborhood House (at $76,000)
  SF Boys and Girls Home (at $175,000)
  Youth Advocates (at $561,600)
  C. Motion to approve or reject Dept.'s application for FEMA funds to repair storm damaged facilities.

Con. on back

D. Motion to approve or reject Program Comm. recommendation for contract with Calif Youth Authority to do diagnostic evaluations of youth.
E. Motion to approve or reject Program Comm. recommendation for contract with Santa Clara Co. for housing of female SF juvenile wards.

VII. Comments by Commission President.
VIII. Public Comment.
IX. Other Business.
X. Adjournment

July 5, 1995

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MINUTES OF THE JULY 12, 1995 REGULAR COMMISSION

of the San Francisco Juvenile Probation Commission

I. *The meeting was convened at 5:45 pm by the President.* Comm. Chan was excused, and Comm. Salarno arrived at 6:10pm. All others were present at the gavel.

II. *The minutes of regular meeting of June 14, 1995 were accepted as written.*

III. *Chief Probation Officer's Report.*

The Chief began with a report on the population in the hall that day. Boys:77 Girls:22 LCR:47 Avg. daily in June -- Boys: 95 Girls:15 LCR:44

the Dept. budget has been approved at the Bd of Supes, but they are expecting drastic cuts for the new year. The projected surplus from the 1994-5 year of $50,000 vs. the deficit of $212,000 the year before. Spending has been critically looked at by the Directors so savings were realized there. Revenues exceeded projections by 40% and the final figures should show some $1.69 million for the year. Substracting the $1.41 million requested in supplemental appropriations, this was a net revenue of $282,000 more than originally estimated.

For fiscal 95-6 the Dept. requested $21.7 million, it was cut approx. $661K by the Mayor, but the Bd of Supes made another $410K cuts. so final would be $20.7 mill. Salary savings of $911K, (22 FTE) positions not filled. The Dept will probably have to ask the Bd. for a supplemental appropriation to deal with this issue.

The Chief read a letter of thanks from a parent for the work done for his/her daughter. He asked the Commission to write a formal thanks to Mr. James Nye (PO) for the work done. The SHO program is being set up but won't be operational for another 60-90 days.

A question was asked about Hidden Valley Ranch. The Chief said that July 27 is the target date of opening. August 1 is the date of contractors beginning the work in the hall.

There were concerns from the unions regarding counselors, and others being assigned to Hidden Valley Ranch, but the Dept is pretty much within its legal rights to do such assignments of personnel. Comm. Landini-Brennan congratulated John Gianinni for the great job he did in preparing Hidden Valley Ranch for this usage, at a great savings to the Dept. The Chief echoed that opinion.

IV. *Committee Reports: Program Committee*

Comm. Cook briefly recapitulated the issues dealt with by the Committee: review of community based programs, resolutions needing approval by the

Commission. A full report is available in the minutes of the Committee meeting, in the Commission office.

V. Discussion Item

A. *Rules and Authority, revisions*

Grammatical corrections were pointed to in section 11.01, and a clarification of the meaning of section 8.01 was given. Otherwise, there was no further discussion or questioning. This matter will appear as an action item for adoption at the next Commission meeting.

B. *Site for 3rd quarter community meeting of Commission (Sept.)*

It was decided to find a meeting site in the OMI.

C. *Establishing a Juveniles' Welfare Fund for the benefit of youths detained in the Hall and Log Cabin Ranch.*

The Chief explained the idea. They would like to set up phones in the hall where the youth could make collect calls, where the fees collected could be used for different areas of welfare for the youth, where there is not currently a line item in the budget to deal with. Comm. Clay asked for a detailed report to review at the next meeting.

D. *Resolution to establish a concession stand at YGC for the benefit of YGC staff and the public.*

The Chief explained that many requests from staff and others at YGC warranted looking into re establishing a concessionaire at YGC, as there once was. He was requesting the Commission's blessing to proceed with finding another one. Comm. Clay asked if any fees from setting up such a concession could go into the welfare fund he spoke of before. The Chief as asked to look into this.

VI. Action Items:

A. *Motion to approve or reject resolution language on selection process for community based contracts (the process was approved at a previous Commission meeting, this is merely a passage of the written language).*

There was a motion, seconded, to approve the resolution. The question was called. It was passed 6-0.

B. *Motion to approve or reject Program Comm. recommendation for continuing current funding* for Chinatown Youth Center ($50,000)
Real Alternatives Program ($50,000)
Morrisania West ($50,000)
West Bay Pilipino Multi-Service Corp ($50,000)
Bayview Hunter's Point Foundation, (at $170,000)
YWCA (at $40,000), Ella Hill Hutch Center (at $46,435)
Potrero Hill Neighborhood House (at $76,000)

SF Boys and Girls Home (at $175,000)
Youth Advocates (at $561,600)

There was a motion, seconded, to approve the resolution. Comm. Cook suggested that the resolution be passed with the addition of wording which states that the contracts will be for a year, and that a review will take place in 6 mos to assess the effectiveness of the services. Comm. Rodriguez commented that the community agencies' complaints about the Dept. being at fault for their failures is not a one way street. That they need to convince the POs that their work is credible and worthy of referrals.

Public Comment: Cheyenne Bell offered to rewrite the resolution for the Commission to pass. She suggested removing the word [provisional], and delete the last two sentences of the resolved section. (a complete resolution is available for inspection at the Commission office). The question was called. **It was passed as amended, 6-0.**

C. *Motion to approve or reject Dept.'s application for FEMA funds to repair storm damaged facilities.*
The Chief explained it was a procedural thing before they could make an application to FEMA for the funds. It was moved and seconded to approve. There was no discussion. The question was called. **It was passed 6-0.**

D. *Motion to approve or reject Program Comm. recommendation for contract with Calif Youth Authority to do diagnostic evaluations of youth.*
It was moved and seconded. There was no discussion. The question was called. **It was passed 6-0.**

E. *Motion to approve or reject Program Comm. recommendation for contract with Santa Clara County for housing of female SF juvenile wards.*
This Dept. at times doesn't have adequate facilities to serve its female population, and this contract allows them to refer detainees to Santa Clara for temporary services. Comm. Rodriquez commented that there haven't been many opportunities in the recent past to refer to them because of their own high service levels, and asked if Contra Costa was still an option. Judy Griffin said that they are no longer taking in out of county referrals. Same with Alameda County. It was moved and seconded. Discussion: it was asked how much referrals cost. ans. $114/day. no further discussion. The question was called. **It was passed 6-0.**

VII. *Comments by Commission President.* Comm. Clay commended the Commissioners for their hard work in regards to the program evaluations and contracts, and Comm. DeMartini in his work with the Mission Committee and getting a Dept. Mission Statement adopted.

VIII. *Public Comment.*

Comm. Salarno was concerned with the graffiti in YGC, and has seen other areas in the state where youth are assigned to do clean ups and other service projects, and asked the Chief to look into getting youth assigned to doing clean up around the Dept. building. The Chief said that youth were already court ordered to do community service and some are doing the grounds with SLUG. He has asked staff to look into getting youth to do similar work within the building.

IX. *Other Business.* None

X. *The meeting was adjourned at 6:40pm.*

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C. Don Clay, President
Peter C. Rodriguez, Vice President
Terry Landini-Brennan, Commissioner
Agnes I. Chan, Commissioner
Frank L. Cook, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

NOTICE OF REGULAR COMMISSION MEETING of the San Francisco Juvenile Probation Commission

5:30 PM, Wednesday, August 9, 1995
Youth Guidance Center Cafeteria
375 Woodside Ave

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AGENDA

I. Roll Call.
II. Review of minutes of regular meeting of July 12, 199
III. Chief Probation Officer's Report.
IV. Committee Reports: Program Committee
V. Discussion Items
  A. progress update on the new booking/printing room in Juvenile Hall.
  B. progress on assignment of youth to clean up a youth guidance center property.
  C. ideas for the long-term use of Hidden Valley Ranch .
VI. Action Items
  A. Motion to adopt or reject revisions to the Commission rules of order (July 17, 1995 revision).
  B. Consideration of and possible action on the Hearing Officer's report and record of the administrative appeal hearing relative to the termination of Fred E Jordan, Jr., as Chief Juvenile Probation Officer.
  C. Motion to accept or reject the Aftercare contract with Center for Juvenile and Criminal Justice.
  D. Motion to accept or reject resolution authorizing the establishment of a concession stand for the benefit of Youth Guidance Center staff and the public.
  E. Motion to accept or reject resolution establishing an Education, Recreation, and Special Projects Fund for the juveniles detained in Juvenile Hall.
VII. Comments by Commission President.
VIII. Public Comment.
IX. Other Business.
X. Adjournment

Aug. 2, 1995

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF AUGUST 9, 1995, REGULAR COMMISSION MEETING of the San Francisco Juvenile Probation Commission

I. The meeting was convened at 5:35pm. Comm. Clay, Cook, Rodriguez, Salarno, and Landini-Brennan were present. Comms. DeMartini, Chan were excused.

II. Minutes of regular meeting of July 12, 1995 were accepted as written.

III. *Chief Probation Officer's Report.* The Chief briefly reported on the numbers of youth in the hall. (81).. there were 227 admissions to the hall in July, with an average stay of 12 days. Log Cabin had an avg. of 45 youth in July. The rehab in the hall is underway with B1&2 closed. The SHO program is operational, with 1 Supervising PO, 5 POs, and one more staff to be added later. Chief Flowers also reported that he took a visit to the Arizona Boys Ranch, where there are some SF wards. He was very impressed with the operations. He also reported that the Bd of Corrections for California notified him that the Dept was in compliance with all required staff training. Comm. Rodriguez asked the Chief why Commissioners were not finally allowed to accompany him to the Arizona Boys Ranch as originally planned. The Chief said he discovered there wasn't a budget for Commissioners travel expenses. Comm. Rodriguez said he understood from Ace Tago that the Commission had submitted an operational budget to be included in the Dept.'s budget submission to the Mayor. Comm. Clay mentioned that he heard there might be a restriction on Commissioners doing travel as a part of their work. He asked Deputy City Attorney Susan Frankel to look into that and report to the Commission her findings.

IV. *Committee Reports:* Program Committee Chair Frank Cook reported briefly the items discussed in the Program Committee. A full set of minutes of the meeting is available at the Commission office.

V. *Discussion Items*

A. progress update on the new booking/printing room in Juvenile Hall. The Chief said that progress is being made on the room, which is next to the admissions office, in the RU. Wiring is being completed, and staff will be trained. He fully expects it to be operating before Sept. Comm. Cook suggested that the Commission as a whole, in Sept., between the Program Committee meeting and the regular Commission meeting, take a walk through it to get a complete picture of how it will work.

Comm. Landini-Brennan mentioned that there is an understanding that this is a temporary location for the booking room and that further work would be done towards preparing the larger room for longterm use. She asked to have a report on that at the next Commission meeting. Comm. Rodriguez asked also for a continued update on that issue.

B. progress on assignment of youth to clean up at Youth Guidance Center

property. The Chief said that Cathy Clark (PO) who is in charge of community service, has a report on that topic, but the report was not before the Commissioners, as the Chief had thought it was. He will get it to the Commission. Comm. Salarno commented that Comm. Landini-Brennan and Secretary Chan had taken it upon themselves to go through parts of YGC and clean off graffiti from walls and door surfaces. She commended them for their efforts. Comm. Clay added his commendation.

C. ideas for the long-term use of Hidden Valley Ranch. The Chief reported that there is no concrete plan for using HVR after the hall is repaired. There are fiscal issues that need to be resolved before any realistic plan can be pursued. They will be looking at this when they brainstorm about future use. Comm. Rodriguez asked about the population level at HVR. The Chief reported that there are 9 now, with 15 total expected by tomorrow. In the next 10 days they hope to have 20-25. It can take a maximum of 40. Comm. Rodriguez asked what the criteria were for placement at HVR. The Chief said that many criteria have to be looked at, with a primary concern for behavior, given the open nature of the site. As medical clearances are done, and all other questions are answered, youth will be selected and transferred. Comm. Landini-Brennan reported what she was able to find out from the youth during her visits to HVR. She read some responses from a questionnaire she had them fill out. The responses were very positive. The youth loved it. The teachers reported that some youth who were not responsive to the educational program in the hall actually did a lot of work at HVR (comparatively). Comm. Salarno recommended that everybody go down to see it. She says it is wonderful. Comm. Rodriguez went down for the opening of HVR and was surprised at such a good job John Giannini had done, for so little costs, and commended him. Comm. Rodriguez then asked the Chief if Giannini was the Director of HVR, and the Chief said he was the Acting Director of Hidden Valley Ranch. The Chief again commended Giannini for the outstanding job. Comm. Clay said that since being up here in 1989, this is the first time he's heard any youth say they liked being here, even while detained. Comm. Clay again praised Giannini for his work. Comm. Rodriguez asked about family visits. The Chief reported that the Dept. picks up the costs of transporting youths' families on weekend visits there. They will be combining this with transporting those who visit detainees in Log Cabin Ranch.

VI. *Action Items*

A. Motion to adopt or reject revisions to the Commission rules of order (July 17, 1995 revision). Comm. Rodriguez moved to adopt the Rules revision. It was seconded. There was no discussion or public comment. **The question was called, the vote was 5-0 in favor. It passed.**

B. Consideration of and possible action on the Hearing Officer's report and record of the administrative appeal hearing relative to the termination of Fred E Jordan, Jr., as Chief Juvenile Probation Officer.
Comm. Clay read a prepared statement, the gist of which re affirmed that the Commission has by City Charter the final authority for the appointment and firing of a Chief Juvenile Probation Officer, and that after reviewing the hearing officer's report fairly and without prejudice, has the option of reaffirming its original decision, or reconsidering it. Comm. Clay asked Carl Williams, Jordan's counsel, to make any comments. Williams stated that he still believes Jordan still has not received his rights under govt. code section 3300. If Jordan is not given an appeal, they intend to go to court to get a neutral fact finder for an appeal. He believes also that Jordan was wrongfully terminated. They will pursue damages for this. They will pursue any legal remedy available to them. Comm. Cook moved to accept the Hearing Officer's report and to reaffirm the Commission's original decision of Nov 1994. There was no discussion or public comment. **The question was called, the vote was 5-0 in favor. It passed.**

C. Motion to accept or reject the Aftercare contract with Center for Juvenile and Criminal Justice. Comm. Cook asked if the language was included for allowance of termination. Secretary Chan replied that it was in pages that were not copied for the Commissioners. Comm. Rodriguez moved to table the matter until further clarification could be had. Comm. Clay clarified that the Commission had already previously approved the contract, and that this was only an act to approve the language of the contract. All the conditions asked for by the Commission is in this contract. Comm Rodriguez withdrew his motion. Comm. Cook moved to accept the contract. It was seconded. There was no discussion. No public comment. **The question was called. All Commissioners present with the exception of Comm. Rodriguez, voted in favor (4-1). It passed.**

D. Motion to accept or reject resolution authorizing the establishment of
a concession stand for the benefit of Youth Guidance Center staff and the public. Comm Cook moved to accept. It was seconded. There was no discussion, no public comment. **The question was called. The vote was 5-0 in favor. It passed.**

E. Motion to accept or reject resolution establishing an Education, Recreation, and Special Projects Fund for the juveniles detained in

Juvenile Hall. Comm. Rodriguez asked the Deputy City Attorney Susan Frankel if there was any special protocol that needed to be followed before any action was taken. She was not aware of any. There was no discussion. no public comment. **The question was called, the vote was 5-0 in favor. It passed.**

VII. *Comments by Commission President.* Comm. Clay applauded the work of his fellow Commissioners for the various issues they have been working on lately. He especially pointed out Comm. Landini-Brennan for her active involvement in learning about the different aspects of operation in the Dept. so that she can play an effective role on the Commission. He is encouraged by the positiveness and the good actions of everyone involved in the Dept. in order to do good things for the youth in their charge, and hopes that this will continue.

VIII. P*ublic Comment.* Comm. Salarno wanted to affirm that with the Rules change, now agenda items can be calendared at action items without a burdensome month ahead discussion, as has been the procedure before. Comm. Rodriguez said that now items will be discussed at the Committee level with an attendant recommendation to be made to the full Commission at its next meeting. A question was asked whether this meant that public comment was not necessary at the action level. Frankel said no. Public comment would still be a part of the discussion portion of any motion.

IX. *Other Business.* none

X. The meeting was adjourned at 6:26pm.

C. Don Clay, President
Peter C. Rodriguez, Vice President
Terry Landini-Brennan, Commissioner
Agnes I. Chan, Commissioner
Frank L. Cook, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

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NOTICE OF CHANGE IN MEETING LOCATION of the San Francisco Juvenile Probation Commission

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The September 13 meeting of the Juvenile Probation Commission, originally planned for the OMI, will be held at Youth Guidance Center cafeteria.

Agendas will be announced in at a later date.

Aug. 16, 1995

JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

Peter C. Rodriguez, President
Terry Landini-Brennan, Commissioner
Agnes I. Chan, Commissioner
Frank L. Cook, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

NOTICE OF REGULAR COMMISSION MEETING of the San Francisco Juvenile Probation Commission

5:30 PM, Wednesday, Sept. 13, 1995

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AGENDA

I. Roll Call.

II. Review of minutes of regular meeting of August 9, 1995

III. Chief Probation Officer's Report.

IV. Committee Reports: Program Committee
Personnel Committee

V. Action Items:
  A. Motion to accept or reject Personnel Committee's recommendation to appoint Edgar Flowers Jr. as permanent Chief Juvenile Probation Officer.
  B. Motion to accept or reject Program Committee's resolution regarding curfew ordinance proposals.

VI. Comments by Commission President.
VII. Public Comment.
VIII. Other Business.
IX. Adjournment

Sept. 8, 1995

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF SEPT. 13, 1995 REGULAR COMMISSION MEETING of the San Francisco Juvenile Probation Commission

I. The meeting was convened at 5:30pm. All Commissioners were present.

Comm. Rodriguez announced that Comm. Clay has been appointed to the Fire Commission, leaving the duties of the Presidency of this Commission in the Vice President's hands. He acknowledged the contributions of Comm. Clay and asked for the support of the public in his endeavors to continue the progress made under Comm. Clay's leadership.

II. Minutes of regular meeting of August 9, 1995 were adopted as written.

III. Chief Probation Officer's Report.

The Chief summarized the numbers of youth in the care of the Dept.'s facilities in Aug. LCR had 9 new commitments, avg. daily population of 42. JH had 156 admissions of males, ave. daily population was 63., ave. length of stay was 13 days. 45 admissions females, ave. daily population 15, ave length, 11 days. there are 16 at Hidden Valley Ranch.

Booking at the hall is now operating. The SHO is fully staffed and equipped. LCR is improving. The educational program will be getting better. The SFUSD has agreed to provide 2 more special ed. teachers. They will be utilizing IEPs to make sure the students are getting appropriate instruction to meet their needs. The Chief asked the Commission to write a letter of thanks to Superintendent Rojas for this. There is also going to be a culinary and carpentry program implemented.

The Chief has met with Susan Wong and Bob Figone, and gotten an agreement to have youth on probation immediately enrolled at a school (where apparently previously this was not done). Additionally the SFUSD will provide 20 spaces for Dept. wards to enroll in their community day school for youth who are not detained in the hall but placed in this school instead, and put on intensive supervision. A counselor from the dept. will be assigned to work at the 1950 Mission site.

Construction in the hall is on schedule.

HVR: Ella Mosly (a detainee's grandmother) spoke highly of the site and encouraged the Commission to keep HVR open and allow more youth to benefit from it.

Patricia Bonds gave a very emotional statement of support for the Ranch and asked the Commission to keep it going.

Comm. Rodriguez asked about the amount of education that will be given at LCR, and the Chief said that the entire program will exceed the state minimum requirement.

Morgan Hom summarized that 50 youth are now in the SOP. The POs will be out on the streets, giving support to the youth in the program to make sure they are in school and connected to community resources. There are 6 POs assigned to this program.

Comm. Landini-Brennan reminded the Chief that she would like to see that weekly lesson plans are done so that substitute teachers can continue the work when regular teachers are absent.
Comm. Chan asked about the runaways from Hidden Valley. One of two youth who ran from there has been returned to custody. The other is believed to have been a non resident, whose whereabouts are unknown.
Comm. Rodriguez asked about the process of referring youth to Hidden Valley. The Multi-disciplinary Team reviews cases twice a week and take into consideration all aspects of a youth's case to determine appropriateness -- potential for fight or flight-- of assignment to Hidden Valley.

IV. Committee Reports:

Program Committee:
Comm. Cook reported on the discussions and actions taken in the Committee. many items had to be tabled to November, and the only action taken was a recommendation to pass a resolution in support of the Mayor's curfew proposal.
Personnel Committee:
Comm. Cook reported that the meeting of August 25 resulted in a recommendation to appoint Chief Flowers as the permanent Chief Juvenile Probation Officer.

V. Action Items:

A. Motion to accept or reject Personnel Committee's recommendation to appoint Edgar Flowers Jr. as permanent Chief Juvenile Probation Officer.
Comm. Cook moved to accept the recommendation. It was seconded.
Comm. Chan asked the Deputy City Attorney if the Commission could make such an appointment without an open search. Yes.
Public Comment on the issue:
Carmen Barrios and Hassan Shareef again protested the recommendation, and Shareef read extensively from a document which alleged illegal actions by the administration regarding overtime pay.
Comms. Cook and Rodriguez directed Mr. Shareef to take the issue up with the Personnel Committee of the Commission.
Aimee Exnicios (PO) asked who was present at the Personnel Committee and who voted. Comms. Cook, Landini-Brennan, De Martini, Salarno. Voting were Comm. Salarno, and Cook.
Tim Distal (a counselor) spoke in support of the Chief and Judy Griffin.
The question was called.
The vote was unanimous in favor. The recommendation was adopted.
Comm. Rodriguez congratulated Mr. Flowers, and directed the Personnel Committee to convene a meeting to review the position with the Chief, the expectations of the Commission, and an evaluation of his work to date. Comm. Rodriguez also stated that a 6 mos. follow up evaluation would also be held.

B. Motion to accept or reject Program Committee's resolution regarding curfew ordinance proposals.
Comm. Landini-Brennan read the text of the resolution into the record (copy attached). Comm. Cook moved to adopt the resolution as read. It was seconded.

Comm. Chan had questions regarding various sections of the two curfew proposals, and whether the Commission's resolution was an affirmation of all of the Mayor's proposal and a complete rejection of the Supervisors' version. Yes.

Mary Harris, a parent with the OMI Neighbors in Action, spoke in favor of the Bd of Supervisors' curfew version. She also said she believes that it is her right to decide what time her children come home. She says a curfew has negative connotations to it. She is not convinced of the need for a curfew at all.

The question was called. The resolution was adopted by a vote of 4-1, with Comm. Chan opposing.

VI. Public Comment.

Alan Jones, previously a volunteer bible class teacher in the hall informed the Commission that he believes since Jan. 95 there has been no religious service available to detainees in B5. He believes this to be a violation of state law, and requests it be corrected. Additionally, he believes the spiritual needs of the detainees demands a paid staff to provide, and not just be dependent on volunteers.

Joseph Tanner, a counselor assigned to HVR, asked the Commission to make sure the roof is fixed at HVR. and to have the kitchen operational so that HVR could be fully utilized. It is a good, positive resource.

Comm. Rodriguez asked for a full report on these items for the next meeting.

Rich Perino, PO, passed out a document showing historical trends in arrests and detention rates for different counties in Calif. which show that SF does not overly rely on detention relative to others. This directly contradicts the claims by others (eg,. Jefferson Report) that SF does.

Peter Bull, Coleman Advocates, disagreed with the conclusion Perino reached with these figures. He said that Calif. has the highest rates of detention of juveniles and adults of any state in the nation, and of any country of the entire world. He referred to "national standards" by which SF was measured, as the yardstick that shows SF is not doing well. He further encouraged the use of even more alternatives to detention.

Roberto Sotelo, a counselor, spoke in support of HVR, and the Chief.

VII. Comments by Commission President.

President Rodriguez asked the Commission to approve a letter of commendation to Don Clay, and directed the Secretary to construct such a letter. He announced the appointment of Comm. Landini-Brennan as Chair of the Finance Committee.

Comm. Rodriguez said that this feels like a new beginning, now with the change in leadership of the Commission and the new administration. He said he looks forward to much more cooperation and collaboration between the Commission and the Dept., built on that already achieved, to effect continuing improvement in operations, both new and old; so that the youth get the maximum benefit.

VIII. Other Business. None

IX. The meeting was adjourned at 6:50pm.

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Peter C. Rodriguez, President
Terry Landini-Brennan, Commissioner
Agnes I. Chan, Commissioner
Frank L. Cook, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

NOTICE OF REGULAR COMMISSION MEETING of the San Francisco Juvenile Probation Commission

5:30 PM, Wednesday, Oct. 11, 1995
Youth Guidance Center Cafeteria
375 Woodside Ave

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AGENDA

I. Roll Call.

II. Review of minutes of regular meeting of Sept. 13, 1995

III. Chief Probation Officer's Report.

IV. Committee Reports: Program Committee

V. Action Items:
   A. Motion to accept or reject Program Committee's recommendation on roof repairs and use of kitchen at Hidden Valley Ranch.
   B. Motion to accept or reject Program Committee's recommendation on a timeline for preparation of other space for the fingerprinting and booking of youth in YGC.
   C. Motion to accept or reject Program Committee's recommendation on Dept. employment policy for persons with disabilities.

VII Comments by Commission President.
VII. Public Comment.
VIII Other Business.
IX. Adjournment

Oct. 6, 1995

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MINUTES OF OCT. 11, 1995 MEETING OF THE SAN FRANCISCO JUVENILE PROBATION COMMISSION

I. The meeting was convened at 5:50pm by President Rodriguez. Comm. DeMartini, Salarno, Landini-Brennan, Chan were present. Comm. Cook was excused.

II. *Minutes of Sept. 13, 1995 Commission meeting were accepted as written.*

III. *Chief Probation Officer's Report.*
The population in the hall as of this day was 123 (including HVR). Sept 95 had the highest number of admissions (290) in 5 yrs. but with an avg. daily pop. of 105, it was the lowest in 3 yrs. Aug 95 saw the lowest JH pop. in 5 yrs. The work in B1/B2 is finished and youth are moved back in. They are only one week behind their projected schedule. The Chief commended Ace for keeping a tight hand on this work. The electronic door release system originally planned has not been put in yet. An appropriate one is still to be found.
There are 15 youth at HVR... medical is holding up the transfer of youth to HVR because they are not medically clearing the youth. And there is no nurse on duty there. The Chief commented that there are not enough psych techs to service the youth in the Dept. and they are not always available when needed. He asked the Commission to write a letter to Dr. Hernandez regarding this problem. President Rodriguez directed the secretary to prepare a letter to the Health Commission and the Director, for his signature. Comm. Salarno asked the City Attorney for an opinion on this issue of departmental relations and what the Dept.'s options are.
The Chief reported that he also discussed the problem of health screenings for juvenile hall admissions, and they have it pretty much solved.
The Chief introduced Deputy Chief Philpott, who commended the Dept. for the implementation of the centralized process of juvenile hall booking/printing, saying it has already saved about 6000 patrol hours. The SFPD is fully cooperating with this new process and will by providing a fax machine for the room so that documents can be more quickly shared.
Philpott also thanked the Dept for beginning the Serious Offenders Program and is confident this will help as we see an increase in violence in the Mission and Chinatown.

IV. *Committee Reports: Program Committee*
Comm. DeMartini made a short report on the Program Committee's agenda. (a complete minutes is available at the Juvenile Probation Commission office). The action items that were noted are before the full Commission.

V. Action Items:

A. *Motion to accept or reject Program Committee's recommendation on roof repairs and use of kitchen at Hidden Valley Ranch.*
There was no discussion or public comments on this item. The question was called, and **it passed unanimously.**

B. *Motion to accept or reject Program Committee's recommendation on a timeline for preparation of other space for the fingerprinting and booking of youth in YGC.*
This item was tabled in Committee.

C. *Motion to accept or reject Program Committee's recommendation on Dept. employment policy for persons with disabilities.*
There was no discussion or public comments on this item. The question was called, and **it passed unanimously.**

VII *Comments by Commission President.*

President Rodriguez reminded the public and Dept. that printed materials relating to matters before the Commission (and on the agenda) must be received by the Commission at least 10 days before the meeting if Commissioners are to be able to seriously review them. It is impossible to both carry on the meeting, and try to understand documents at the same time if they haven't seen them before.

He also commented that he believes both the education and spiritual development of the youth in juvenile hall is important and that good services in both areas should be available. He asked that this issue be placed on the next agenda of the Program Committee.

VII. *Public Comment.* None

VIII *Other Business.*

Comm. Salarno commended the Chief for the good job on B1/B2. He in turn commended Ace Tago.

Comm. Landini-Brennan commended the counselors and POs for the good work they have been doing during this very active period of rehab and program start ups.

IX. *The meeting was adjourned at 6:30pm.*

JUVENILE PROBATION COMMISSION

November 8, 1995
(regular meeting)

The Agenda of this meeting is missing.

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City and County of San Francisco
Juvenile Probation Commission

MINUTES OF NOV. 8, 1995 REGULAR COMMISSION MEETING of the San Francisco Juvenile Probation Commission

I. *The meeting was convened at 5:50pm* All Commissioners were present.

II. *Minutes of regular meeting of Oct. 11, 1995* were adopted as written.

III. *Chief Probation Officer's Report.*

The Chief began by reporting the population counts in the hall and LCR. The count will soon be the highest it has been in 5 yrs once the 10 in juvenile hall are cleared for placement there.

He further reported that at the personnel committee meeting on the 3rd he was given 10 goals/objectives to accomplish and he will be reporting fully on that at the next Commission meeting.

There is a family Thanksgiving dinner being planned for LCR, on Nov. 19. This is an attempt to bring the families closer together to be part of their children's rehab. program. The juvenile court judges are planning to come, and other individuals are invited, as are the Commissioners.

The renovations in the hall are going well. It is on schedule.

The Chief also reported that the night before, a counselor (Herman Phillips) suffered a heart attack on B1, and passed away. He requested that when the Commission meeting is adjourned, it be adjourned in memory of Herman Phillips.

IV. Committee Reports:

Program Committee

Comm. Cook gave a short report on the proceedings of the committee (complete minutes are available at the Commission office)

Personnel Committee

Comm. Salarno gave a short report on the meeting with the Chief. (complete minutes of the open session are available at the Commission office). Comm. Rodriguez referred the question of his voting in the Personnel Committee to the City Attorney, who, reading the Commission's Rules (5.02), believes that the President is allowed to vote in committee. Comm. Rodriguez also checked Robert's Rules of Order and found § 4, 43, and 46 giving the President such powers.

At this point in the meeting, Comm. Rodriguez acknowledged the presence of Judge Dondero.

V. Action Items:

A. *Motion to approve or reject Personnel Committee's recommendation for salary level for Chief Juvenile Probation Officer.*
Comm. Landini-Brennan moved to appoint the Chief at Step 4. Comm. Chan seconded. Comm. Cook expressed his concern that this would be a reduction in the salary the Chief is currently getting.
Comm. Chan recounted that the Chief was appointed back in Nov. '94 at Step 3, but in July '95 there was a letter (without any knowledge from the commission) to Human Resources which appointed him at Step 5. She asked for the City Attorney to review this matter to see if it (the increase) was a binding act. She said that it seems the Commission is within its powers to set the salary, if it doesn't violate any previous promise/assurances. She said that if there were no objections to what the Commission was voting on, that this wouldn't even need to be looked into. However, if the Commission wanted her to, she would.

The effective date for the motion was set at Dec. 1. **The question was called. Comms. Rodriquez, Chan, Landini-Brennan voted yes. Comms. DeMartini, Cook, Salarno voted no. The motion failed.**

B. *Motion to approve or reject resolution to keep Hidden Valley Ranch open as an ongoing facility of the Department.*
Comm. Landini-Brennan moved, Comm. Salarno seconded.
Steve Cohn, spoke against the resolution, saying that there was a poor track record for the operation of Log Cabin Ranch and that there hasn't been a recent track record for Hidden Valley Ranch, but that it probably would be just as poor. He felt that more attention should be placed on making LCR a better place.
Rich Perino spoke in favor of the resolution, that S. Cohn was mistaken because it isn't meant to be long term residential, and said that the facility was needed.
Peter Bull spoke in opposition to the resolution. He wanted to hear some language regarding what it will be used for. He thought it better to be just continued on the present basis as a temporary facility.
Comm. Rodriguez asked John Giannini (Director of HVR) if the programs and services were in place. Answer. yes and still developing.
Comm. Chan also asked if there would be more youth admitted? Will there be a full population in the 5 cottages and youth kept at HVR? If this is the case, where will the funds come from?
Comm. Rodriguez said that any future support will have to come through the Department's budget.
The question was called. The motion passed, with Comm. Chan dissenting.

C. *Motion to set a timeline for the completion of the booking/printing room.* Comm. Salarno moved to set the deadline for Dec. 1, 1995. Comm. Landini-Brennan seconded. **The question was called. It passed unanimously.**

D. *Motion to set a deadline for the repair of Hidden Valley Ranch dorm roof.* Comm. moved to set the deadline for Dec. 1, 1995. Comm. Landini-Brennan seconded. Comm. Chan expressed her skepticism for the feasibility of the deadline.
The question was called. It passed, with Comm. Chan dissenting.

E. *Choice of a community site for the Dec. Commission mtg.* Comm. Landini-Brennan suggested that the next meeting be held in the Mission district, at Mission Police Station. The Secretary will confirm that.

VI. *Comments by Commission President.*
Comm. Rodriguez wants the Commission to be clear that Robert's Rules of Order is the final guide to how the Commission conducts its meetings. He stated that from now on public comments will be held to 3 minutes for individuals, with organizations being given 5 minutes.
Written materials relating to items on the agenda have to be in the hands of the Commission at least 10 days before the meeting so that good decisions can be made.
He asked that a card of sympathy be sent to Mr. Phillips family.

VII. *Public Comment.*
Rich Perino asked again that a hearing be conducted to resolve the problem of outstanding openings, and that Teresa Serata be asked to answer the question.
In regards to how to finance HVR, you keep one cottage open for emergency needs, but transfer support to HVR.
Comm. Landini-Brennan echoed the concern for overload on POs and their morale, and how to resolve the matter. Comm. Rodriguez asked her to call Serata and pursue this. Comm. Landini-Brennan agrees that having an open cottage allows more flexibility in use, for example increased girls population.
Lothar Eiserloh, Pres. of POA, repeated the concern for the failure to fill PO positions.

VIII. *Other Business.*
Comm. Salarno thanked the Chief and reminded him that two of the motions passed at this meeting are two of the ten goals they discussed in the personnel committee.
Susan Frankel reported back regarding the question of required medical services for youth in juvenile detention facilities. She said that according to the current standards, which are quite old, what is written on paper for our dept. exceeds the minimums set forth in the CYA regulations. The W&I gives the court the authority

to give care to youth, which is in turn given to the Dept. This doesn't give any specifics in regards to physical health services, but for mental health services, there is an array of minimums, but is still general.

There are standards from the American Correctional Association, and American Medical Association, which may be used as guides to set this Dept.'s practices by, but they are not standards this Dept is required to follow.

Comm. Rodriguez asked Frankel to provide a written report on what she just presented.

IX. The meeting was adjourned In Memory of Herman Phillips, at 6:55pm.

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Peter C. Rodriguez, President
Terry Lancini-Brennan, Commissioner
Agnes I. Chan, Commissioner
Frank L. Cook, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

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NOTICE OF SPECIAL MEETING
of the San Francisco Juvenile Probation Commission

WEDNESDAY, November 8, 1995
immediately following the Regular 5:30pm Commission Meeting
Youth Guidance Center Cafeteria
375 Woodside Ave

This meeting is being held upon 24 hour advanced notice, pursuant to Commission Rule 7.05, allowing special meetings on the budget.

AGENDA

I. Roll Call.

II. Action Item:
   A. Motion to approve or reject the Department's supplemental budget request.
   B. Motion to approve or reject the Deparment's request to use the AB 799 funds.
   (copy of both requests available at the Commission office for public review).

III. Public Comment.
IV. Other Business.
V. Adjournment

Nov. 7,1995

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JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

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City and County of San Francisco
Juvenile Probation Commission

MINUTES OF NOV. 8, 1995 SPECIAL MEETING of the San Francisco Juvenile Probation Commission

I. *The meeting was convened at 7:03pm.* All Commissioners were present.

II. Action Item:

A. *Motion to approve or reject the Department's supplemental budget request.*

Comm. Rodriguez reminded the Department that the Commission needed to have all written materials relating to action items, at least 10 days before the scheduled date of action. The materials for both action items tonight did not reach the Commissioners in adequate time for them to fully understand it and therefore it was his opinion that the Commission could not act on their entirety tonight. He referred the requests back to Finance Committee for recommendation, with the exception of two items: funds for repair of Hidden Valley Ranch's roof, and funds for the vocational program ($23,000). The Chief asked to also include a $3,500. item for support of the Log Cabin Ranch Thanksgiving dinner for youth and their families.

Comm. Landini-Brennan moved to approve the items mentioned by Comm. Rodriguez. Comm. Chan seconded.

The Chief explained that the last item ($3,500) was added to the original request, on the advice of the City Attorney, rather than try to cover the expense from the annual LCR budget. Comm. Landini-Brennan expressed her concern that this was being taken out of a line item for use at Hidden Valley Ranch. The Chief assured her that even with this reduction, there would be enough funds to operate HVR. Comm. Cook stated that he was against using the funds to feed the families of those youth in LCR. The Chief reminded the Commission that working with the families was important to the Department, and the Commission, as stated in the Mission Statement, and that this is not an exorbitant expense, no more cost per person than the average meal cost at LCR, about $5.50 per person. He encouraged the Commission to approve this.

The event will be held on Nov. 19 (Sun). HVR will have their regular Thanksgiving meal on the day of Thanksgiving.

Ace Tago said that there are two resolutions which need approval in order to release the funds. The first is the request to release the funds already on reserve (approx. $301K) and to accept the approx. $94K final payment from the State.

Neither of these resolutions were taken up in the meeting.

Comm. Landini-Brennan questioned the costs of using DPW to accomplish the roof repair (needing a 20% oversight charge), and was informed by Mr. Tago that this was necessary in order to expedite the process. By any other method it would be a longer process.

Comm. Landini-Brennan expressed that she still had problems with taking the $3,500. from the HVR item. She moved to separate the three items into separate requests and to vote on each. It was seconded and all Commissioners approved.

There were no public comments on any of the three items.

The question was called to approve AB 799 funds for repairing HVR roof. **It passed unanimously.**

The question was called to approve AB 799 funds in the amount of $23,000 for the vocational program. **It passed unanimously.**

The question was called to approve AB 799 funds for the family reunification program. **It passed, with Comms. Cook and Landini-Brennan dissenting.**

B. Motion to approve or reject the Department's request to use the AB 799 funds.
(see discussion and action above)

III. *Public Comment.* None
IV. *Other Business.* None
V. *The meeting was adjourned at 7:34pm.*

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Peter C. Rodriguez, President
Terry Landini-Brennan, Commissioner
Agnes I. Chan, Commissioner
Frank L. Cook, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

NOTICE OF SPECIAL MEETING
of the San Francisco Juvenile Probation Commission

Wednesday, November 29, 1995, 9:30am
Youth Guidance Center Library
375 Woodside Ave

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AGENDA

I. Roll Call.

II. Action Item:
  A. Motion to approve or reject appointment of Edgar Flowers at Step Four salary level.

III. Public Comment.
IV. Other Business.
V. Adjournment

Nov. 22,1995

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City and County of San Francisco
Juvenile Probation Commission

MINUTES OF NOVEMBER 29, 1995 SPECIAL MEETING of the San Francisco Juvenile Probation Commission

I. The meeting was convened at 9:30am by President Rodriguez. Comms. Salarno, Cook, Landini-Brennan, DeMartini were present. Comm. Chan was excused.

II. Action Item:

A. Motion to approve or reject appointment of Edgar Flowers at Step Four salary level.
Comm. Landini-Brennan moved to appoint Edgar Flowers at Step Four, effective Dec. 1, 1995. Comm. DeMartini seconded. There was no discussion or public comment. The question was called. The vote was unanimous (5-0) in favor of the motion. The motion carried.

III. Public Comment.
Aimee Exnicios agreed with the action just taken by the Commission.
Comm. Salarno said she received a couple of phone calls saying the Chief did a good job at the Bd of Supervisors Committee meeting, and that she wanted to commend him for that. Fred Virgilio said that after the Chief spoke, others such as Comm. Landini-Brennan and Rodriguez brought the focus clearly on the inter relatedness of different depts. in the system, and not just the Dept itself. Comm. Rodriguez repeated that that was his intent, to keep the focus on a system rather than trying to blame the dept. solely. He further stated that the "attack" isn't new, that Jean Jacobs had begun this years ago, and there are still those who ultimately want to close the ranches, and the hall.

IV. Other Business. None

V. The meeting was adjourned at 9:45am.

Juvenile Probation Commission
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Frank L. Cook, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

NOTICE OF REGULAR COMMISSION MEETING
# of the San Francisco Juvenile Probation Commission

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5:30 PM, Wednesday, Dec. 13, 1995
Mission Police Station, Ray Benson Room
630 Valencia, at 17th St.

AGENDA

I. Roll Call.
II. Review of minutes of meetings of Nov. 8, 1995, and Nov. 29, 1995
III. Chief Probation Officer's Report.
  Including: progress on fingerprinting, new booking/printing room, Hidden Valley Ranch roof, MOU with Dept. of Health, and progress on the 10 goals/objectives.
IV. Committee Reports: Program Committee, Finance Committee
V. Action Items:
  A. Motion to approve or reject resolution putting $94,354 of AB 799 funds into reserve.
  B. Motion to approve or reject Program Committee's recommendations regarding programs to fund with AB 799 funds.
  C. Motion to approve or reject submitting a request for a supplemental appropriation from the general fund for needed maintenance activities in the Dept.
  D. Motion to approve or reject resolution on a sexual harassment policy for the Dept.
VI. Comments by Commission President.
VII. Public Comment.
VIII. Other Business.
IX. Adjournment

Dec. 8, 1995

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JUVENILE PROBATION COMMISSION

December 13, 1995

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Peter C. Rodriguez, President
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Agnes I. Chan, Commissioner
Frank L. Cook, Commissioner
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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

NOTICE OF SPECIAL COMMISSION MEETING ✓
of the San Francisco Juvenile Probation Commission

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4:30 PM, Thursday, Dec. 14, 1995
War Memorial, rm 404
401 Van Ness Ave. at McAllister St.

AGENDA

This is a hearing being convened under the auspices of the Mayor's Office of Children, Youth, and their Families, and will be held to discuss the 1996-97 Children's Services Plan.

There will be general discussion, question and answers,wtih public testimony. No final votes on any action items will be taken.

A detailed agenda will be prepared by the MOCYF and be available at the time of the meeting.

Any questions may be directed to Joanna Jhanda at 554 9519.

Dec. 8, 1995

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JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

JUVENILE PROBATION COMMISSION

December 14, 1995

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Peter C. Rodriguez, President
Terry Landini-Brennan, Commissioner
Agnes I. Chan, Commissioner
Frank L. Cook, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

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NOTICE OF SPECIAL MEETING
# of the San Francisco Juvenile Probation Commission

War Memorial
401 Van Ness Ave. rm 322
Tuesday, December 19, 1995, 11:00 am

AGENDA

I. Roll Call.

II. Discussion and possible action on the Draft Children's Services Plan of the Mayor's Office of Children, Youth and Their Families.

III. Public Comment.
IV. Other Business.
V. Adjournment

Dec. 15, 1995

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JUVENILE PROBATION COMMISSION

December 19, 1995

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Peter C. Rodriguez, President
Terry Landini-Brennan, Commissioner
Agnes I. Chan, Commissioner
Frank L. Cook, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

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NOTICE OF REGULAR COMMISSION MEETING of the San Francisco Juvenile Probation Commission

5:30 PM, Wednesday, Jan. 10, 1996
Youth Guidance Center Cafeteria
375 Woodside Ave

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AGENDA

I. Roll Call.
II. Review of minutes of meetings of Dec. 13, 1995
III. Chief Probation Officer's Report.
    including MOU with Dept. of Public Health, progress on budget and service planning for Dept.'s '96-'97 fiscal year.
IV. Committee Reports: Program Committee
V. Discussion Items:
    A. Facting finding regarding suicide at St. Nicholas group home
VI. Action Items:
    A. Accept or reject Program Committee's recommendations for AB 799 funding.
    B. Accept or reject Program Committee's recommendation for support of Urban Youth Survival Retreat Program.
VII. Comments by Commission President.
VIII. Public Comment.
IX. Other Business.
X. Adjournment

Jan. 5, 1996

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City and County of San Francisco
Juvenile Probation Commission

MINUTES OF JAN. 10, 1995 MEETING
of the San Francisco Juvenile Probation Commission

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I. The meeting was convened at 5:45pm. All commissioners were present.

II. Review of minutes of meetings of Dec. 13 and 29, 1995 were approved as written.

III. Chief Probation Officer's Report.

Chief Flowers began with the daily population stats. (129 youth; 111 boys, 18 girls. 234 M 64 F admitted to the hall. avg stay 13 dys M, 10.5 dys /F. Hidden Valley's roof was completed 1/8. Remodeling in the hall is expected to be completed by Mar 1. The dental clinic now in YGC will be put in the RU. The game tables are now purchased and in storage. Chief Flowers commended John Giannini for all the work and progress done at Hidden Valley. There is still ongoing problems in medically clearing youth for referral to Hidden Valley. Comm. Rodriguez asked about the count at Hidden Valley (16), and was told that medical clearances weren't done. Fred Virgilio said that with the shuffle in the hall for remodeling, backlogs are occurring. Comm. Landini-Brennan commented that it is unacceptable to miss medical clearances for youth. Two were released without having clearances done.

At this point, Chief Flowers referred to the Director of the SPY programs, T. Mtambuzi, who spoke from his seat and was not audible on tape. His comments were thus not recorded. Notes reflect that Mtambuzi, offered many reasons for why medical clearances are not done, some identifying the Dept.'s releasing youth before SPY does the medical, some identifying court appearances of youth, thus missing medical appointments. Mtambuzi, said that it takes about 45 minutes to do a medical, and that they could see about 20 youth a day. Comm. Salarno revealed in questioning that there are lag times when no medicals are being done. A question and answer ensued which did not lead to a clear resolution of the problem.

There is a priority list, urgent care being first. B5 youth are cleared second, gang related youth are separated, and others follow. The list is worked out with JH and SPY staff . Youth who have had physical exams within 12 months are not given another when admitted/held again. Mtambuzi said that the 72 hr limit is their goal for service, but they don't always make it. Sometimes they don't have enough staff (actually each week they have people on vacation) to perform the services.

Comm. Landini-Brennan expressed her concern that this problem should be solved and the excuses offered stop.

Mtambuzi, said that they could clear 4 at a time, but sometimes only 1 is brought down.

Comm. Salarno asked that something be done by the next meeting. Chief Flowers offered to get with Mtambuzi to work out some procedures. Comm. Landini-Brennan asked if there are back up staff. Answer: only for nurses.

Comm. Rodriguez asked what happens for youth who are assessed as under the influence of some psycho tropic drug. Procedure calls for referral to SF General. If an acute mental condition (assessed by mental health staff) then the youth is "5150ed" to an appropriate mental health facility.

Fred Virgilio says that staff at Hidden Valley need to be trained to dispense medications to youth at there, so they can be released from the hall. So far, the Health Dept. has not done made this training possible.

Comm. Landini-Brennan asked about the booking room and Chief Flowers said it was in the process for funding.

Comm. Rodriguez asked about the budget process, and the Chief said he had copies of the budget instructions for the Commissioners. No copies were made available at the meeting.

Comm. Rodriguez asked about the MOU and the Chief said he and Mtambuzi met and are working out a document now.

IV. *Committee Reports: Program Committee*

Comm. Cook did a short report on what was done at the Program Committee. A full set of minutes of the meeting is available at the Commission office.

V. *Discussion Items:*

A. Fact finding regarding suicide at St. Nicholas group home

Chief Flowers reported that on Dec. 19 a youth in an out of home placement group home committed suicide. He was last seen alive at about 2:15pm in his room, by a counselor. In about 10 or 15 mins. he was supposed to leave the group home, and went to get this youth to take along. He found the youth in a strung up in a closet. He called 911, and all attempts at CPR were unsuccessful. The coroner is investigating this as a suicide. A final report is expected in 6 wks.

The youth was enrolled at Newcomer High School, was going to a community based agency (Horizons Unlimited), had a therapist at the home, as well as a licensed clinical social worker. He showed no outward manifestations depression. He was placed at the home in Jan. 13,1995.

This was the same youth involved in Dec. 94 where a suspected attempt at suicide occurred.

The details of the youth were made known to the placement home. The probation officer was well aware of the situation surrounding the youth. Comm. Rodriguez emphasized that the probation officer is responsible for being aware of the needs of the youth in placement. Chief Flowers reported that all concerned personnel knew of the situation and this placement was chosen for its appropriateness (having bilingual/bicultural staff). Therapy was on a twice a month basis. The last session was a week before the suicide. At the time of the incident, the group home/Dept was in the process of considering a place for the young man to go during the holidays, since there were no other youth at the home during this time.

Carlos Gonzalez was his PO. records show the youth was 17, an illegal immigrant from Mexico, and was arrested for selling drugs. The young man was addicted to glue sniffing, and smoked marijuana. At the home he was found to be still using these substances. He also was a frequent run away from the home, but following the policy of least restrictive dispositions, he was returned to the group home each time he ran.

Very few homes would take such a youth. This home was the best choice possible at the time. A question was raised about the illegal status of the youth. Fred Virgilio explained that following the City's sanctuary position, minors committing misdemeanors are not reported to the INS. When there are no known relations from the other country, it is very difficult to get the youth out of the system.

Comm. Rodriguez asked for clarification of the first incident in Dec. 94. Did the youth try to commit suicide then, or not? The Juvenile Justice Commission concluded that it did happen. Chief Flowers explained his comments of the time, as well as recounted what had of fact happened.

Scenario: the youth reported he tried to strangle himself with a sheet. Counselors noted spots of blood (very little) which could have come from a nose bleed. They changed the youth's clothes. They called medical staff. They tested the spots with peroxide to see if it was blood. They could not make a determination. The nurse could see no marks around the neck to indicate that the youth tried anything. The Chief was called about this, and he asked for a 5150 referral to the hospital. The medical staff refused to concur. They said they would take care of it. Afterward, the youth's eyes were noted to be bloodshot. Reports in papers stated that the youth was hanging, and there was blood gushing and dripping all over the place. Chief Flowers said his comments were that that never happened. Nobody saw the youth hanging, or saw blood gushing from him. Chief Flowers said the medical report said there was very little blood, maybe from his pierced ear. Chief Flowers' comments were in response to the papers statements.

The Public Defender, Miss Lee, was stirring up problems, and said Chief Flowers was denying the suicide attempt. Chief Flowers said no one ever saw the attempt. And the youth's story was inconsistent and changing with different people. He believes the blood probably came from a nose bleed, and the youth probably "ideated" the suicide, but did it occur? Nobody knows that. Nobody saw it. There are people who want to make more of it than it is. He said that she (Miss Lee) was the youth's lawyer, and if she had any concerns, questions, suggestions, she didn't raise them. Chief Flowers said the records show that the Dept. did everything it was supposed to do for the youth, so the suicide is not the responsibility of the Dept. He said that the Dept of Public Health is responsible for the physical/mental health of the youth in the Dept. but nobody is holding Dr. Sandra Hernandez up for answers. He thinks those who protest are more interested in stirring things up than in the welfare of the youth.

Comm. Rodriguez commented that attempts were made to refer to MaCaully Institute, but they did not have space, so it was decided to leave the youth in the hall.

Micheal Fuller, private citizen, expressed his disappointment at the inability of the Dept. to anticipate the potential actions of a disturbed youth, and the position that since nobody had personally seen the suicide attempt, then there was none. He further question if all the proper and required documentation for a medical assessment of the youth was in the files.

Ruth Cowan, JJC, noted that the JJC was going to be investigating this issue further and that a report would be forthcoming.

Comm. Rodriguez re iterated that the Chief's comments were directed to the fact that nobody saw anything.

Carol Finis (sp?) of Newcomer High School, asked if the group home is taking this as a serious matter. No one was able to answer this.

VI. *Action Items:*

A. *Accept or reject Program Committee's recommendations for AB 799 funding.*

Comm. Cook moved to approve the recommendation of the Committee. Comm. Salarno seconded. There was no discussion. **The question was called, the vote was 6-0 in favor. Motion carried.**

B. *Accept or reject Program Committee's recommendation for support of Urban Youth Survival Retreat Program.* Comm. Cook explained that this item was referred to the City Attorney for a legal opinion as to the appropriateness of giving City money to a religious concern.

Comm. Landini-Brennan repeated her disappointment that Bethel AME hasn't worked closer with that coalition of Western Addition groups to receive some support from that $500K grant, and that with the needs of the Dept. this is a significant amount of money to be thinking of just giving away. Comm. Rodriguez said that they have been given the name of the person to speak to in regards to that grant.

VII. *Comments by Commission President.* None

VIII. *Public Comment.* None

IX. *Other Business.* None

X. *The meeting was adjourned at 7:25pm.*

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Peter C. Rodriguez, President
Terry Landini-Brennan, Commissioner
Agnes I. Chan, Commissioner
Frank L. Cook, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

NOTICE OF REGULAR COMMISSION MEETING
of the San Francisco Juvenile Probation Commission

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5:30 PM, Wednesday, Feb. 14, 1996
Youth Guidance Center Cafeteria
375 Woodside Ave

AGENDA

I. Roll Call.
II. Review of minutes of meetings of Jan. 10, 1996
III. Chief Probation Officer's Report.
IV. Committee Reports: Program Committee
V. Discussion Items:
    A. Sgt. Dave Horton of SFPD Gang Task Force to talk about the current conditions around youth gang activities and violence in the City.
    B. Review of current procedures for juvenile hall admissions and processing, to determine whether they are still adequate or need updating (including problems surrounding fingerprinting/booking at Juvenile Hall).
    C. Update and discussion on Dept. personnel performance reviews.
    D. Review of the Memorandum Of Understanding with Dept. of Public Health regarding Special Programs for Youth services.
VI. Action Items:
    A. Election of new Officers
    B. Discussion and possible action to establish and ensure timely booking/admitting processes for all youth in Juvenile Hall.
    C. Motion to approve Dept.'s policy on violence in the workplace. (copies available at Commission office)
    D. Possible action on Program Committee's recommendation regarding Bethel AME Church Urban Youth Survival Program.
    E. Revisit the issue of setting Salary Step for the CPO, with possible action to recommend recision of previous Commission action.
VII. Comments by Commission President.
VIII. Public Comments.
IX. Other Business.
X. Adjournment

Feb. 7, 1996

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City and County of San Francisco
Juvenile Probation Commission

MINUTES OF FEB. 14, 1996 REGULAR COMMISSION MEETING
of the San Francisco Juvenile Probation Commission

I. The meeting was convened at 5:32 pm by President Rodriguez. All commissioners were present with the exception of Comm. Salarno.

II. The minutes of meetings of Jan. 10, 1996 were adopted as written.

V. Discussion Items: taken out of order in consideration of the speaker's schedule.

A. *Sgt. Dave Horton of SFPD Gang Task Force to talk about the current conditions around youth gang activities and violence in the City.*

Sgt. Horton was introduced by Comm. Landini-Brennan. He is a 25 yr veteran of the force, and a member of the original Gang Task Force. Gang violence is not limited to certain neighborhoods. What causes gang violence? They have their own reasons. It's very macho, and "cool", but much of it is vengeance activity. Statistically, the Task Force handled 300 gang related cases in 1995, which ran the gamut of types of crime. That number is lower than the actual number of crimes which probably involve gangs because a certain number of them are assigned to other police details (eg. robbery). In the past two years, 35-40% of the total police activity involved juveniles. Now that is over 50% and growing. And younger and younger kids are being caught on gun charges. Close to 70% of their cases are repeat offenders.

Sgt. Horton mentioned a program being set up at USF where they will involve working with mothers of gang youngsters. The purpose will be to help the parent be part of that guidance the youth needs to stay away from gangs.

He then mentioned an example of one girl brought to juvenile hall for assaulting another youth. The girl was released to home detention, and upon returning home immediately threatened the life of the girl she originally beat up. This was in direct contradiction of judge's orders. This is more common now among girls. There has been a drive -by shooting were the shooters were girls.

The attitudes regarding the violence is that it is cool. When they shoot, they are trying to look as much as they are trying to hit someone. For this to change, someone needs to be able to talk to those kids.

Public comment: Mercy Hernandez talked about the real importance of dealing with the parent, getting the parent in on the problem.

Another comment from someone else (not identified) was that there are not enough resources in different neighborhoods.

After the presentation, Comm. Landini-Brennan presented Sgt Horton with a plush pig. Comm. Rodriguez acknowledged the presence of Judge Gyemont and deputy Public Defender Patti Lee.

III. *Chief Probation Officer's Report.*

Chief Flowers started by saying Juvenile Hall was 11 over limit (143). 343 admitted in January. 315 released. Avg. population 141, Avg stay, 12 days. LCR Avg. 60/day. He passed out a leaflet from Coleman Advocates which alleges that the Dept. is artificially upping the numbers of detainees for budget reasons. He says this is false. Those who are detained in the hall are so ordered by law. All others are released.

Chief Flowers reported on his two meetings with the Mayor. The subject was the count in the hall. The Mayor wants creative ways to reduce the count.

He suggested composing a panel made up of someone from the Public Defender, DA, Mayor's office, a youth advocate, the Bar Association, and someone from this commission, to meet once a week or twice a month to review all detentions to determine if the youth are reasonably being detained. He requested the commission give him permission to pursue this idea with Supervisor Yaki. Comm. Rodriguez said that the Chief forgot to include the court in that panel since it is ultimately by a court's actions that a youth is kept in the hall.

Chief Flowers further commented that if the Dept was over detaining, and the youth's defense lawyers don't oppose it, then they aren't doing their job. In some cases, the best interest of the child is served by being kept in the hall rather than returning them to their homes. Comm. Rodriguez asked if the Dept has a policy for retaining youth. Yes. The detention criteria is not overly severe, but there can be some lightening up of certain criteria.

There are increasing numbers of youth on warrants. Comm. Rodriguez asked about a youth on electronic monitoring. Chief Flowers said it was a court ordered release.

There are now 30 girls in detention for serious violent crimes and have to be kept. There are other youth who are placement failures, and it is difficult to find another place for them.

Comm. Rodriguez expressed his concern that the Chief might be caught between the Mayor and the commission, in his meetings with the Mayor. Chief Flowers said he felt that the Mayor was relying on him to convey the substance of their discussions back to the commission. Comm. Rodriguez reminded him to make sure it is done.

Public Comment: Ruth Cowan asked if drug trafficking is detainable. Fred Virgilio said that because of the numbers of youth in the hall on violent crimes, there isn't enough room for non violent offenders. The question comes up as to what to do with a multiple repeater for auto theft, or burglary, or possession of a gun, or another "non violent" felony. At this point, a gun possession is "non violent" and releasable, but it is all a discretion call. In the best of circumstances --having enough room– all detainable offenses would be kept, but this is not the best of circumstances. Despite this, he won't release a violent offender no matter how high the count gets.

He mentioned a practice under Judge Hitchens where they would take the "least serious" violent offender and release him/her if the hall count was high. If ordered to do so again, he would follow the court.

Chief Flowers said the DA and Public Defenders office won't stand up and say that a gun charge is a releasable offense, instead of "throwing bricks" and "tying their hands". Neither of them have made any suggestions for who should be released.

Comm. Cook reminded people that the commission sets the policy for this issue, regardless of what suggestions others might have.

Chief Flowers read a letter from a parent thanking the Dept for PO Randy Philips's work.

Comm. Rodriguez commented that this letter puts many things into perspective when one looks at juvenile justice. POs *do* perform good work with young people in helping them readjust to the mainstream society. The environment around a young person (including non profits) can affect the decision to act in a certain way contrary to what society wants, and when talking about having the "system" work with the young person, it is more than just the probation dept.

He asked what the numbers of violent youth were in the hall now. There are 10 in for murder, 3 for attempted murder. Comm. Rodriguez said that as you get more selective about detaining, there could be the possibility of releasing youth like these.

Comm. Landini-Brennan stated that juvenile crime is a crisis, and a growing one, and we need to pay attention now.

IV. *Committee Reports: Program Committee* Comm. Cook gave a short report of the meeting. A full set of minutes is available from the JPC office.

V. B. *Review of current procedures for juvenile hall admissions and processing, to determine whether they are still adequate or need updating (including problems surrounding fingerprinting/booking at Juvenile Hall).* This item was tabled in favor of dealing with it in the action item section of the agenda.

C. *Update and discussion on Dept. personnel performance reviews.*
Mercy Hernandez, the Dept. personnel officer, reviewed the process by which they have passed out the appraisal forms, with instructions. A number of the supervisors have already gotten training on doing performance evaluations. To date, out of 322 people in the Dept. 60 completed appraisals have been returned.
The personnel office was in total disarray when she took over. 60 personnel files were missing, and none of the others were updated. They are making a concerted effort to put things in order by the time an audit is done for the dept. Comm. Cook asked about access to employee's files. Ms. Hernandez said that there was no control. She is now set up tight limits (according to accepted law) for access. Comm. Landini-Brennan asked about ongoing evaluations, and she answered that once the initial evaluations are done, they will then return to annual evaluations.
Comm. Rodriguez asked when supervisors were last evaluated. She didn't know. She reported that they are putting evaluations into disk format so supervisors can quickly input them and have them compiled by the personnel office.
The commission asked to calendar an update of evaluation progress for the next meeting.

D. *Review of the MOU with Dept. of Public Health regarding SPY services in the Dept.*
Chief Flowers said that they are working together on it, and really didn't have any differences over the content. By the next meeting they will have it resolved and will have something to present to the commission.

VI. Action Items:

A. Elections of new Officers
Comm. Chan nominated Comm. Landini-Brennan as President. It was seconded by Comm. DeMartini. There were no other nominations. She was installed without opposition. Comm. Cook was nominated by Comm. DeMartini, seconded by Comm. Landini-Brennan. He was installed without opposition. Comm. Rodriguez congratulated the new officers, and turned the meeting over to Comm. Landini-Brennan.
Fred Virgilio thanked Comm. Rodriguez for his long years of dedication to the Dept. and staff, and all his hard work for the youth.

B. *Discussion and possible action on recommending establishing and ensuring timely booking/admitting processes for all youth in Juvenile Hall.*
Judy Griffin, director of Juvenile Hall, admitted a large void in staffing, having 13 vacancies, but she claimed that in the last two week there has never been less than 8 hours coverage in booking/admitting, for each shift, with some 16 hr and 24 hr days of coverage. never has there been a wait of more than 6 hrs for booking to take place (except for maybe nighttimes when there are 8 hr delays). So she feels the service is being provided in a reasonable manner. Comm. Landini-Brennan is concerned that all admissions be printed and photo'ed, and not have misdemeanors released without it. Judy says that it is police policy to only book felonies (print/photo). Comm. Rodriguez asked why so many vacancies in the hall. Griffin says that all position requisitions are being held up by the Mayor. Comm. Rodriguez suggested the dept. write a letter to the Mayor addressing the urgent need for full staffing. Comm. Cook said that all these issues should be referred to the personnel committee. Griffin said she will refer the vacancy list to the committee.

C. *Motion to approve Dept.'s policy on violence in the workplace.*
Fred Virgilio asked the commission to approve the policy as it is written. Comm. Rodriguez mentioned the lack of notice regarding appropriate response by staff in incidents of violence in the workplace. Comm. Rodriguez asked for the inclusion of this in the statement.
Comm. Cook asked for a division of the policy and procedures into separate parts. Fred Virgilio agreed to make the adjustments.
This matter will be held over to the next commission meeting.

D. *Possible action on Program Committee's recommendation regarding Bethel AME Church request.* deputy city attorney S. Frankel gave a report of her memo, laying out certain conditions that need to be met. She said that those conditions need to be spelled out in any contract with a religious organization. She also said that funding such a program needs to include the comparison of 2 other proposals for the same thing. Comm. Cook said it sounded to him like this proposal is part of a fundraising effort by the church. He doesn't support this. The discussion centered on the appropriateness of the dept. underwriting this program activity. Opinions were that a letter be written to the AME church suggesting that they seek the support from the police and the coalition activities in the western addition.
It was a unanimous vote in favor of writing the letter to AME church as discussed.

E. *Revisit the issue of setting Salary Step for the CPO, with possible action to recommend recision of previous Commission action.*
S. Frankel reviewed that salary increases were given to the Chief without the expressed authority of the commission. She said the issue of reversing that increase involved questions of PERS, retirement, and a number of other issues. Consulting with the labor team of the city attorney's office, she said the only way to accomplish that would be to have the Chief resign, and rehire him the same day at a lower step. She says she thinks the Chief is up for an automatic increase in a couple of months, so this action would only effect it for that amount of time and it would be what it was again, anyhow. Comm. Cook said that he was against the effort to reduce the level. He said he knew about Don Clay's letter back in July of 95, and didn't know why the rest of the commission didn't. Comm. Rodriguez said that the original paperwork was mistakenly done, and that he thought the commission should act to correct it.
Comm. Cook moved that the previous commission action to reduce the Chief's salary level to 4 be rescinded. **It was seconded and passed unanimously.**

VII. Comments by Commission President.
Comm. Landini-Brennan thanked Comm. Rodriguez for all his hard work he's done. She also suggested that the Dept. begin recognizing good staff, with an employee of the month type award. Chief Flowers encouraged the commission to begin by naming Randy Philips as the employee of the month for Feb.

VIII. Public Comment.
Rose Willis, a Juvenile Justice Commissioner, suggested that you compound records so that kids have a jacket in the admissions office and it would be easy to identify repeaters. She also suggested that duty officers be assigned to man desks in RU.
Fred Virgilio thought it was a great idea. Judy Griffin said that they are putting in a video machine for photo IDing bookings... hope to have it in place by March.
Patti Lee of the Public Defender's office passed out some documents to the commissioners, and read from a prepared statement in regards to the suicide attempt of Aldo Mallorca in Dec. 1994.
Tony Alvites (sp?), teacher at Potrero MS. spoke against the Mayor's attacks on the Dept.

John Giannini, Dir of HVR.. congratulated Comm. Landini-Brennan and thanked Comm. Rodriguez , and reported that all the personnel evaluations for HVR are up to date.
Rev. Alan Jones said that the Dept. needs to be concerned with prevention rather than alternatives to incarceration. Once they are up here there needs to be morals taught so that those kids don't come up here anymore. The need for a chaplain is undebatable.
Comm. Landini-Brennan asked S. Frankel and she suggested checking with the interfaith clearinghouse.
Ruth Cowan spoke in favor of chaplains. The Dept is out of compliance with this requirement (B5 doesn't have such services). There needs to be religious services in the hall.
Chief Flowers said that they will fully report on their work in this regards, at the next meeting.

IX. Other Business. none
X. The meeting was adjourned at 8:15 pm.

Terry Landini-Brennan, President
Frank L. Cook, Vice President
Peter C. Rodriguez, Commissioner
Agnes I. Chan, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

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NOTICE OF SPECIAL MEETING
of the San Francisco Juvenile Probation Commission

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10:00am, Monday, Feb. 26, 1996
Youth Guidance Center Conference Room
375 Woodside

AGENDA

I. Roll Call.

II. Review of Minutes of Finance Committee Meeting of February 20, 1996

III. Discussion and Action Item:
  A. Further discussion and motion to approve or disapprove recommendations of Finance Committee regarding proposed Dept. fiscal budget 96-97. (copy available from the Finance Manager's office)

IV. Public Comments.
V. Other Business.
VI. Adjournment.

Feb. 23, 1996

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City and County of San Francisco
Juvenile Probation Commission

MINUTES OF FEB. 26, 1996 SPECIAL MEETING of the San Francisco Juvenile Probation Commission

I. *The meeting was convened* at 10:10 am by President Landini-Brennan. All Commissioners were present.

II. *Minutes of Finance Committee Meeting* of February 20, 1996 were adopted as written.

III. *Discussion and Action Item:*

A. Further discussion and motion to approve or disapprove recommendations of Finance Committee regarding proposed Dept. fiscal budget 96-97.
Ther President turned it over to Comm. Chan, Chair of the Finance Committee, to go over the items as dealt with in committee. Comm. Chan recapped from the document received. pg.1, under admin there was only the deletion of special asst. (1375) recommended. Under juvenile hall a 1375 was added. pg. 2, in LCR the addition of a pyschologist, 2 counselors. Children's baseline it was suggested to set aside monies for program evaluation, and eliminate the 5% Cost of Living Allowance. Comm. Salarno asked if a COLA was ever done before on community contracts. no.
pg. 3 of non mandated budget. To hire 2 employment specialists. Returning to pg. 1 of the non mandated budget, Comm. Chan took each change from the original request, as shown in the revised document, and summarized all those to be acted on.

The 8414 position. Chief Flowers explained that they believe they need this level of position in order to be able to replace Ed Vasgerdsian when he retires. If this is passed, then Vasgerdsian would assume this position until he retired, and a replacement would be found for him. Comm. Cook had a problem with the salary level. He moved to retain the position at the current class of Senior Probation Officer. Comm. Rodriguez seconded. Discussion was held.
Public comment: Lothar Eiserloh supported the upgrade.
Ray Balberon of R.A.P. was against any upgrades in positions.
The question was called. **It was unanimously adopted.**
The transportation officers (8320). Comm. Cook moved to approve it. Comm. Salarno seconded. no public comment. Comm. Rodriguez spoke against the motion because it was against the instructions of the Mayor to not create new positions. A. Tago repeated that there are two parts of the budget that will be submitted. The mandated one and the non mandated, which these items are a part of.
Public comment: Balberon encouraged the inter departmental cooperation that might bring services to the Dept. without expenditure of funds. Eg. health services from the Health Dept. or collaboration with UC Med.
The question was called. **It was unanimously adopted.**
The purchase of 5 new vehicles. The Committee recommended 2 mini vans and 3 cars. Comm. Salarno moved to approve. Comm. Cook seconded.
Public comment: Eiserloh supports the motion. A person from Youth Advocates suggested getting money or vehicles donated by others, such as Variety Club. Comm. Rodriguez agreed that the Dept. needs to be creative and try to leverage funds to do these things. The question was called. **It was unanimously adopted.**
Continuing on pg. 1, paying off 5 vehicles. Comm. Cook moved to approve. Comm. Salarno seconded. There was no discussion or public comment. The question was called. **It was unanimously adopted.**

Pg. 2, the purchase of computers. Comm. Landini-Brennan encouraged approval because the Dept. needs to be brought up to date in its technology, to do a more efficient job. Comm. Cook moved to approve. Comm. Salarno seconded.
Public comment: Balberon was against it, money could be used better. Another person commented on security of confidential information. Eiserloh is in support of it. Comments were made about the itemized cost of PCs seeming too high. A. Tago said it would all go out for low bids. The question was called. **It was unanimously adopted.**

The meeting was recessed at 11:25am for 10 minutes.

On pg. 2, Juvenile Hall, the conversion of 10 counselors to psych techs. Comm. Cook moved to reject this. Comm. Salarno asked the Chief to explain this a little. (see minutes for 2/20 for description). Comm. Cook expressed concern for the added liability/responsibility with the use of psych techs. Chief Flowers discounted this. Comm. Landini-Brennan repeated her belief that the responsibility for this service should be found in the Health Dept. Comm. Rodriguez is concerned that psych techs would not be able to perform counselor roles because they will not be peace officers, so for instance in a chase and capture of detainees, they would not have the authority, or may not get involved. Comm. Salarno understands the concern, but there has been no cooperation with the Health Dept., so this Dept. needs to do something.
Public comments. A woman asked if there will be training for counselors to fill them.
Answer: these are new positions for new hires.
James Jackson is in support of it.
Comm. Rodriguez asked again about the classification of the psych techs. The Chief said that they have gone over the classification and it presents no problem.
Eiserloh asked why not train all current staff to be able to identify those problems.
Chief Flowers said they have plans to put into effect training for all counselors interested in learning how to do this task.
Comm. Chan is also concerned for the difference in duties and skills.
She said that it didn't sound like the psych techs would be doing the individual counseling that the youth really need.
Public comment: Enola Maxwell asked what happens after these psych techs notify the Health Dept. about the youth's needs? Where is the assurance of continuation of service for that youth?
Public comment: Balberon is against the upgrades.
Youth Advocates...should develop a better relationship with Dr. Hernandez to get services.
Eiserloh is against the upgrades.
Comm. Cook withdrew his orginal motion and moved to deny the request for 10 psych techs. Comm. Chan seconded. **The vote was four to two, with Comms. DeMartini and Salarno dissenting. The motion carried.**
Purchase of hand held radios. Comm. Cook moved to approve. Comm. DeMartini seconded. there was no discussion. The question was called. The question was called. **It was unanimously adopted.**
To purchase a modular unit for girls. Comm. Rodriguez had concerns about this. It has not been previouly reviewed by the Commission. Comm. Chan would like to see other alternative plans before approving this one plan. Comm. Rodriguez thought that this is a prime example of when other funds should be found by leveraging the dept.'s funds. Comm. Cook mentioned funds that the sheriff dept. got from the state to build the jail, but didn't know if similar funds were available to juvenile dept.s.
Comm. Rodriguez stated that he thought this item should be tabled. Other Commissioners thought that this couldn't be done while a motion with a second was on the floor. There was a dispute over whether a motion to table superseded any other

motion on the table. **The Commission took a vote on tabling Comm. Cook's motion. The vote was 2-4, with Comms. Rodriguez and Chan voting in favor. The motion failed.**

Comm. Cook moved to approve the modular unit for girls. Comm. Salarno seconded. Public comment. Youth Advocates rep. thinks it is a lot of money to house 20 girls. Thinks it would be better to use funds to look at alternatives to this detention. Maybe re looking at detention criteria.

Eiserloh supports the unit.

Comm. Cook suggested put in an order to keep the money in abeyance until an alternative plan is presented for comparison. Comm. Chan suggested using HVR more, leaving another unit free in JH for girls.

Balberon supports using the funds for alternatives to detention.

The question was called. The vote was 3-2 against the motion to accept. Comms. Rodriguez, Chan, and Landini-Brennan voting no. The motion failed.

Comm. Rodriguez disagreed with the request because it never came before the commission for review before being put into the budget. This is contrary to the proper process for getting things approved.

Issue of hiring 2 employment specialists: Comm. Salarno supports the request, and asked for quarterly reports.

Comm. Rodriguez agreed with Comm. Chan that perhaps the positions could be funded from other funds, like AB 1483. Comm. Salarno said fine, but it needs to be included in the budget for the monies to be applied to it, when those funds are available. Comm. Chan would approve this, but she will find other things in the chidren's baseline to cut. Comm. Rodriguez suggested cutting funds from another position to fill these, or to assign AB 1483 funds for it.

Public comments: Cheyenne Bell is against using monies set aside from community based contracts to fund these. Or to remove the Management Analyst position to fund them. Comm. Rodriguez accepted Bell's offer to give him a description of her job duties.

Public comment: Bob Price supports the inclusion of the two positions.

He mentioned the understanding he was given that the Commission had allowed AB 799 funds to help carry John Knox over til the new budget could include his position in. Comm. Rodriguez corrected that impression by recounting how the AB 799 funds were distributed.

The question was called. The vote was 3-2 in favor, with Comms. Chan and Rodriguez voting no. Comm. DeMartini was absent. The motion carried.

E. Maxwell expressed disapointment in not being able to offer comments on this item.

On the Cost of living adjustment to community based contracts.

Comm. Chan moved to eliminate the 5% increase. Comm. Cook seconded. Comm. Rodriguez commented that he believed that contract amounts were not decided upon based on the "needs" of the agencies. They were decisions reached by setting a certain amount of dollars to contract for certain services.

Public comment: Balberon stated the case that community organizations were working for poverty wages.

Youth Advocates spoke in favor of increases.

Comm. Cook mentioned that last year the community based contracts were increased by $18,000. He is in favor of eliminating the increase.

A rep. from Bayview Hunters Point Foundation spoke in favor of the increase.

The question was called. The vote was unanimous in favor of deletion. Comm. DeMartini was absent. The motion carried.

Comm. Chan referred to pg. 1, special asst. 1375 (asst. chief). Comm. Chan moved to eliminate the 1375 from the budget. Comm. Rodriguez seconded. Comm. Cook made

an amendment to the motion, to leave it in the budget and used it for salary savings. It will not be filled. Comm. Rodriguez maintained his second. **The question was called. The vote was unanimous in favor. The motion carried.**
The Aftercare program: Comm. Rodriguez moved to have the Aftercare funded by AB 1483. Comm. Cook seconded. **The question was called. The vote was unanimous in favor. The motion carried.**

President Landini-Brennan informed the commissioners that she was asking Comm. Salarno to convene a Personnel Committee meeting to inquire into the juvenile hall incident.

IV. At this point, three commissioners had to depart, leaving no quorum. The meeting was adjourned at 12:55pm. 7

Terry Landini-Brennan, President
Frank L. Cook, Vice President
Peter C. Rodriguez, Commissioner
Agnes I. Chan, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

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NOTICE OF SPECIAL MEETING
of the San Francisco Juvenile Probation Commission

pursuant to government code § ~~5954.3a~~ 54956
regarding special meetings, requiring 24 hr notice.

9:00am, Wednesday, Feb. 28, 1996
Youth Guidance Center Conference Room
375 Woodside

AGENDA

I. Roll Call.

II. Discussion and Action Item:
    A. Final discussion, and motion to approve or disapprove recommendation for hiring Log Cabin Ranch aides, and for submitting proposed Dept. fiscal budget 96-97, including all changes ordered by the Commission.

IV. Public Comments.
V. Other Business.
VI. Adjournment.

Feb. 26, 1996

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JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

From the TelePort of: JUVENILE PROBATION COMMISSION

Date: Tuesday, February 27, 1996 **NumberofPages:** 1

To: Main Library, documents dept.
FaxNumber: 557 4475

Memo: To all recipients of Juvenile Probation Commission announcements, please be informed that two previous notices regarding Special Commission meetings (for Feb. 26, and 28th) incorrectly cited government code section 5954.3c as the authority or holding the meetings. The correct citation should be section 54956. This was a typographical error and we apologize for any inconvenience it may have caused you.

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City and County of San Francisco
Juvenile Probation Commission

MINUTES OF Feb. 28, 1996 SPECIAL MEETING of the San Francisco Juvenile Probation Commission

I. The meeting was convened by President Landini-Brennan at 9:02 am. All Commissioners were present.

II. Discussion and Action Item:

A. Final discussion, and motion to approve or disapprove, recommendation for hiring Log Cabin Ranch aides, and for submitting proposed Dept. fiscal budget 96-97, including all changes ordered by the Commission.

Comm. Chan moved to approve the hiring of the aides. Comm. Cook seconded. Comm. Chan expressed a concern for the pay level of the positions. It's a little high ($13/hr). She would like to see it in the $7-10/hr range. Comm. Rodriguez suggested it be made a part of the motion. A. Tago said this is according to a utility worker classification. And the aides will be going back and forth on their own. Comm. Cook agreed with Comm. Chan. Comm. Salarno says that it isn't too high. She considers the cost of transportation. Comm. Landini-Brennan asked for clarification of whether the youth would just be those who come out of Glen Mills's program. No. All youth from the Dept.'s programs are eligible. They will be treated just like any other employees. Comm. Landini-Brennan asked if there was a set time for the job? No. She wanted to see a limit. Comm. Rodriguez wanted to know the shift they will work. Chief Flowers said it would be the day shift, but they could maybe work evening too.

Public comments: rep. from Youth Advocates spoke in favor of it.

The question was called. The vote was unanimous in favor. The motion carried.

On the submission of the budget, with changes, to the Mayor; Comm. Cook moved to approve submission. Comm. DeMartini seconded. Comm. Chan wanted a copy of the final draft that goes to the Mayor.

Public comments: rep from Youth Advocates spoke against reducing community contract monies to perform evaluations.

Rep. from Girl's Mentorship program also opposed using the funds for evaluation.

CYC is opposed to it also.

Cheyenne Bell also spoke against using contract funds to do evaluations.

Enola Maxwell agrees.

Maurice James agrees, and thinks the contract amounts should be more.

Fred Virgilio asked to re visit theSupervising PO position that was cut from Probation Services.

The question was called. The vote was unanimous in favor. The motion carried.

The question was called. The vote was unanimous in favor. The motion carried.

IV. Public Comments: none

V. Other business: Comm. Landini-Brennan announced a seminar on 3/4/96 having to do with the health of young people. She also commended all those who participated in the long process of reviewing the budget.

Comm. Rodriguez commented that it appeared that some people are not exercising due diligence to avoid any conflicts under the Brown Act, Sunshine Ordinance, or Administrative code, when dealing with the Commission. For instance, not trying to lobby a quorum of the commissioners, in series. He asked that everyone pay more attention to this in the future.

VI. There being no other business, the meeting was adjourned at 9:35 am.

JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

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Terry Landini-Brennan, President
Frank L. Cook, Vice President
Peter C. Rodriguez, Commissioner
Agnes I. Chan, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

NOTICE OF REGULAR COMMISSION MEETING of the San Francisco Juvenile Probation Commission

5:30 PM, Wednesday, Mar. 13, 1996
Youth Guidance Center Cafeteria
375 Woodside

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AGENDA

I. Roll Call.
II. Review of minutes of meetings of Feb. 14, 1996
III. Employee of the month presentations
IV. Chief Probation Officer's Report.
V. Committee Reports: Program Committee, Finance Committee
VI. Discussion Items:
  A. Sgt. Ernie Ferando of SFPD Gang Task Force to talk about the current conditions around Asian youth gang activities and violence in the City.
  B. Review of juvenile hall policy on videos' content.
  C. Update and discussion on Dept. personnel performance reviews.
  D. Review of the Memorandum Of Understanding with Dept. of Public Health regarding Special Programs for Youth services.
  E. Report on selection of RFP review panel
VII. Action Items:
  A. Committee assignments
  B. Re-visit Ed Vasgerdsian's requested Supervisory Probation Officer position, with a motion to approve or reject it in the fiscal '96-'97 budget.
  C. Motion to approve or reject Dept.'s policy on violence in the workplace. (copies available at Commission office)
  D. Motion to approve or reject MOU on citywide school health plan (copy at JPC office)
VIII. Comments by Commission President.
IX. Public Comments.
X. Other Business.
XI. Adjournment

Mar 8, 1996

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City and County of San Francisco
Juvenile Probation Commission

MINUTES OF MAR. 13, 1996 REGULAR COMMISSION MEETING
of the San Francisco Juvenile Probation Commission

I. *The meeting was convened by the President at 5:33 pm.* All Commissioners with the exception of Comm. DeMartini, were present.

II. *The minutes of all Commission mtgs in Feb. 1996 were adopted as written.*

III. *Employee of the month presentations*
President Landini-Brennan asked PO Randy Phillips to come up to receive the first Employee of the Month certificate. Chief Flowers spoke of the laudatory letter from a parent expressing her appreciation for Randy Phillips's work, and congratulated Randy for his work. John Giannini was brought before the audience to receive a certificate of appreciation for John's creative and committed work in saving the City tens of thousands of dollars in preparing Hidden Valley Ranch for the Dept's use.

VI. Discussion Items: (taken out of order)

A. *Sgt. Ernie Ferando of SFPD Gang Task Force to talk about the current conditions around Asian youth gang activities and violence in the City.*

Points made: Asian gangs are not readily identifiable.. They are not territorial, they are highly sophisticated, hardcore violent. They hold the community hostage: extortion and home invasions. They commit crimes for greed and power. They are ruthless and will do heinous things to people during the crimes. The police are now trying to set up a gang violence program in the schools where they will identify known gang members trying to recruit new members in the schools.

There are relatively few call-ins from the community regarding Asian crimes, because of the fear involved. But the police are making progress, in the past couple of years the gang related extortion arrests are up 80%, home invasion arrests up 20%, reported crimes are up also.

Question: what are the ages of members. as young as 11 yrs old. Vietnamese tend to be the youngest participants. The majority are males. There are few cross cultural gangs (Cambodians, Vietnamese, Chinese don't mix).

Question: Jackson St. Boys? older members around 100 members, now a new, younger group the 'new' Jackson St. Boys number around 40-50. They were the ones who shot up Stockton St. last summer. Things are now a little quiet because some indictments have been issued on them.

President Landini-Brennan presented a certificate of appreciation to the Sgt. after the presentation.

Public Comment: Public Defender Jeff Brown made some remarks regarding Feb. 14 meeting. His remarks included:

The meeting with the DA, PD, Mayor's office, and the Probation Dept. to discuss the overcrowding in juvenile hall was done in a constructive an exploratory way. That all of those present wanted to use community services as an alternative to incarceration. All realized that everyone had to work together.

Surprise that the Chief Probation Officer accused the PD of not standing up for anything, the DA of panicking, of the PD Dept. for being behind the rise in the number of kids in the hall.

This is not a constructive way to pursue business.

He will not damn the Dept. gratuitously. He wants to work with the Dept to solve problems. Even if he has a differing perspectives, owing to different institutional purposes, he wants to work cooperatively.
The PD's office is not to stir up trouble, incite disloyalty or disparage the Dept. They think highly of the commission.
He hopes that the Dept will not indulge in name calling at the commission or in the press.

IV. *Chief Probation Officer's Report.*
He mentioned the count in the hall and the ranch. The numbers continue to climb. It is severely overcrowded. He referred to a detention study which will show why the numbers of youth detained are growing. The increase in police on the streets is resulting in more arrests. Only those youth, for whom no alternatives exist for release, are kept. He referred to a "study" --a compilation of the juvenile records of the youth in the hall, showing clear picture that the youth are not 'minor' or first time offenders.
LCR is at 60 youth. This reflects the improvement in the services/programs there, and the confidence the judges have in it now.
Chief Flowers read two letters commending Barbara Ross, Larry Gardner, Steve Norman, Barbara Johnson and Denise Dorrego.
Chief Flowers reported that all the rehab in the hall was complete. He then mentioned a fire in one of the units right before this meeting, where a mattress was set afire by a youth and damage was done to a wall and the floor. He will send follow up reports to the commission.

VII. *Action Items: Taken out of order*
B. *Re-visit Ed Vasgerdsian's requested Supervisory Probation Officer position, with a motion to approve or reject it in the fiscal '96-'97 budget.*
Comm. Rodriguez pointed out that he believed they needed to vote on whether to re visit the item or not, before a discussion could proceed.
Comm. Cook said that the item was rejected in the finance mtg, and his objection isn't to the person running the program, but he is opposed to the promotion without a civil service process being followed. Comm. Rodriguez asked the city attorney if the commission can make the promotion being asked. She didn't know, she will have to check into it.

Public comment: Ed Vasgerdsian said that he is currently a supervisor, he cannot be promoted. There is no upper level for him. He is asking the commission to look at the position as necessary for the continued operation of the program, after he retires. He read a petition of 500 names in support of having a 8414 position in charge of the parenting program. He reviewed the level of participation of parents/families in the program and the need to make it a concrete part of the Dept.'s operations.
The staff person helping facilitate the Spanish speaking parents' program meetings spoke in favor of the position.
Judge Ina Gyemont spoke in support of the position.
A parent who 3 1/2 yrs ago participated in the parenting program, spoke in support of the position.
A former staff of the parenting skills program spoke against doing this outside of the civil service process.
Rich Perino spoke in support of the position, saying it is commensurate with what adult probation does.
Comm. Cook says that there is no justification for the position's salary.
Comm. Salarno thinks its a waste of time to bicker over approx. $6K. the program is needed and worth it.

Comm. Chan reviewed that in the finance committee mtg the Dept. requested an employment specialist (9706), which the committee changed to 8414, a supervising probation officer. At the second finance committee mtg it got changed to a 8440, which was what was finally accepted by the committee.
Comm. Rodriguez called for the original question to put the issue back on the table. The vote was unanimously in favor.

Comm. Rodriguez moved that the Commission create the position of 8414 for Director of Parenting skills Program. It was seconded by Comm. Landini-Brennan. The vote was unanimously in favor.

V. *Committee Reports: Program Committee, Finance Committee*

Comm. Cook made a short report on the committee mtg, a full set of minutes is available at the JPC office.
Comm. Chan gave a short report on the finance committee mtgs, a full set of minutes is available at the JPC office.

President Landini-Brennan turned the meeting over to Vice President Cook while she left the room.

VI. Discussion items:

B. *Review of juvenile hall policy on videos' content.*

Chief Flowers reported that they are now going through a review of the policy on appropriate videos for screening. Up to now it's been up to individual counselors, and at times there have been videos of suspect appropriateness shown to the youth. They will have a full report on it at the next meeting.

President Landini-Brennan re assumed chair of the meeting.

C. *Update and discussion on Dept. personnel performance reviews.*

Chief Flowers reported that probation services is about 90% complete. LCR was 100% done, but technical difficulties made revisions necessary. Juvenile Hall is about 80% done.
Comm. Landini-Brennan expressed her concern that it is still not satisfactory that they are not done yet, when they were called for long ago. Chief Flowers said that there a number of supervisory positions which are responsible for these evaluations, that are not filled, so this task is being done by someone else. In Juvenile Hall, supervisors are engaged in other things and cannot get around to doing this. He gave an example of the fire that occurred on this day. He is satisfied that the staff is doing a diligent job. He said that the reason they are doing this at all is that he went through the personnel files and found them to be extremely inadequate, with no evaluations in 5 or more years.
Comm. Landini-Brennan asked what the deadline will be. He said a month or a month and a half.
Comm. Rodriguez asked if supervisors are being evaluated. He didn't have an answer. He asked Judy Griffin if this was done. Judy said that 5 in juvenile hall were done. She doesn't know about probation services.
Chief Flowers offered to get them done by next month.

D. *Review of the Memorandum Of Understanding with Dept. of Public Health regarding Special Programs for Youth services.*

Chief Flowers said they are working on it.

VII. *Action Items: Taken out of order*

C. *Motion to approve or reject Dept.'s policy on violence in the workplace. (copies available at Commission office)*
Comm. Rodriguez moved to approve it. Comm. Cook seconded. **The question was called. the vote was unanimously in favor.**

D. *Motion to approve or reject MOU on citywide school health plan (copy at JPC office)*
Comm. Rodriguez moved to approve it, Comm. Chan seconded. **The question was called. The vote was unanimously in favor.**

At this point, 7:00 pm, the commission lost its quorum, and so conducted an informational meeting.

VIII. *Comments by Commission President.*
She read a statement which made the following points:
She is hearing comments now that she is micro managing, when she looks into the deficiencies in the Dept. There were no such comments when she was getting positions released from the controller/Mayor's office.
Now, when it seems that close examination may bring unwanted notice to people doing the wrong things, opposition is expressed.
She made no apologies for anyone made uneasy by her explorations. She is doing this to improve the Dept and the system, and bottom line to serve the kids in San Francisco.

IX. Public Comments.
Aimee Exnicios said it was important that Commissioners should know much more personally what staff do in the Dept and how they do it.
She also spoke in support of the parenting skills program. She is concerned about being able to fill the position, let alone getting enough POs to do the daily work, which is increasing. If there is more outreach to parents, then there needs to be the same done for probation officers.

C. Bell asked about the report on selecting the RFP panel. Comm. Landini-Brennan said that it was tabled. Bell pointed out that she left a document with the Secretary, at the beginning of the meeting, which answered the questions posed by Comm. Rodriguez in a memo.

Mary Harris concerned about what is being done in the communities for prevention. She mentioned the former CPO coming out to the OMI and working with them. Chief Flowers agreed to go if invited. Comm. Landini-Brennan mentioned that the police dept. has officers that will do that also.

Tina Gilbert, HVR, raised her concerns about staff scheduling plans which have seriously decimated the numbers of staff HVR. This led to lack of laundry and delinquency at court appearances. Comm. Chan asked her to send some documents concerning this issue. She agreed to send them by the next afternoon.

Comm. Landini-Brennan announced with sadness that Comm. Rodriguez had been apparently replaced by a new appointee (according to the newspaper) and that this would be Comm. Rodriguez's last official meeting. She thanked him for all his guidance and commitment to the Dept, and to her personally.

VI. Discussion items

E. *Report on selection of RFP review panel*

Tabled.

VII. *Action Items:*

A. *Committee assignments*
Tabled until new commissioners are on.

X. Other Business. none

XI. The meeting was adjourned at 7:12 pm.

Terry Landini-Brennan, President
Frank L. Cook, Vice President
Charles R. Breyer, Commissioner
Agnes I. Chan, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner
Anna C. Shimko, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

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NOTICE OF REGULAR COMMISSION MEETING
of the San Francisco Juvenile Probation Commission

4:30 PM, Wednesday, April 10, 1996
Youth Guidance Center Cafeteria
375 Woodside

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AGENDA

I. Roll Call.
II. Introduction and welcome of new Commissioners
III. Review of March 13, 1996 meeting minutes
IV. Chief Probation Officer's Report.
V. Committee Reports: Program Committee
VI. Action Items:
    A. Committee assignments
    B. Motion to approve or reject Memorandum Of Understanding with Dept. of Public Health regarding Special Programs for Youth services.

VII. Discussion Items:
    A. Review of juvenile hall policy on videos' content.
    B. Update and discussion on Dept. personnel performance reviews.
    C. Review of Commission's resolution to fully utilize Hidden Valley Ranch

VIII. Comments by Commission President.
IX. Public Comments.
X. Other Business.
XI. Adjournment

Apr 4, 1996

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City and County of San Francisco
Juvenile Probation Commission

April 10, 1996 REGULAR COMMISSION MEETING MINUTES of the San Francisco Juvenile Probation Commission

I. *The meeting was convened at 4:55 pm.* by acting President, Comms. Cook. Comms. Cook, DeMartini, Shimko, Chan were present. Comms. Salarno, Landini-Brennan, and Breyer were excused.

Comm. Cook asked for a moment of silence in memorial to Comm. Landini-Brennan's mother, who passed away on Easter.

II. *Introduction and welcome of new Commissioners*

Comm. Cook introduced Comm. Anna Shimko, who gave a short overview of her background (see Prog. Comm. minutes for elaboration). She added that she has been interested in public safety, and youth issues, and has counseled youth in different venues. She looks forward to her work here.

III. *March 13, 1996 meeting minutes were adopted.*

IV. *Chief Probation Officer's Report.*

Chief Flowers gave stats for the dept. Avg daily count at LCR is 66. In another month it should be more than 70. There were 342 admissions to Juvenile Hall in March. Avg daily count of 152 . Currently 6 are charged with PC 187 in a single incident. There are more than 6 in the hall with 187 charges. He said an overview of all surrounding counties shows that most of them are over capacity also.

All capital improvements in the hall are done. They will be starting to install electronic means of notifying counselors for bathroom calls.

Comm. Shimko asked if all the cottages were being used. Ans. No. There are 2 units closed due to lack of staff. The Mayor's office is not releasing 14 permanent, budgeted and approved job requisitions. With other missing staff, Juvenile Hall is down 19 people.

Question: why not close Hidden Valley and bring both the youth and staff back to the hall? Flowers said he was ordered by the Commission to keep Hidden Valley open. The only way to do it is to close units in the hall and put staff there. The capacity is increased because the smaller unit (RU) only loses 8 beds, but Hidden Valley increases space by 40. Comm. Shimko asked if RU couldn't be closed and the other unit used. Flowers said that this could be done, but since there are more than 20 at Hidden Valley, they would be double bunking about 17 kids. But he cannot do that either because he was ordered by the Commission to keep Hidden Valley open. Comm. Shimko said that, with all the comlaints she's heard from people about the distance people have to travel to visit kids, and the 10 trips back and forth by staff, it seemed entiretly inefficient if all the programs are here (in juvenile hall). Chief Flowers pointed out the positive feelings parents have had about Hidden Valley. He said that it is no more complicated than what other counties face, and probably even less. There really isn't a hardship involved. Having or not having visitors doesn't ride on the question of distance. There are kids in the hall who never get visitors. The value of Hidden Valley outweighs the processes necessary to use it. Comm. Shimko broached the possibility of revisiting the previous commission resolution on using Hidden Valley.

Comm. Chan asked how many staff were at Hidden Valley. Judy Griffin said 12. Comm Chan asked about doing an additional girls unit. Flowers said without staff there's no way, but even with staff he thinks it'd be better to open another boy's unit.

Comm. Cook asked, if the positions in the dept.'s budget were approved. what's the problem with the requisitions for positions in the hall? Flowers said that the Mayor needs to approve the dept.'s requsitions before they can hire. Of the 5 requisitions released by the Mayor's office yesterday, one expires June 30. The others are are temporary. This makes it difficult to find people willing to make a commitment to a temporary job without any assurance it will continue. He said that of those 5, one is totally useless, and the other 4 of questionable usefulness. He said that the Mayor was causing the dept. to violate CYA regulations by not allowing it to have the full complement of staff required. He asked if the Commission could address this with the Mayor's office. The question of the police policy not to arrest non violent felons came up. It was a standing policy and is now being utilized with more attention. There are extenuating circumstances which override the ability to cite: eg. out of county minors with no available adults to contact.

V. *Committee Reports: Program Committee*
Comm. Cook gave a short report on what happened. See the minutes of the Program Committee meeting.

VI. Action Items:

A. *Committee assignments*
Since the President was not in attendance, the formal assignments were not made, but Comm. Cook offered Comm. Shimko a place on the program committee.

Commissioner Cook referred to a draft of a policy for a public information policy for the Dept. and asked commissioners to be prepared to act on it at the next meeting.

B. *Motion to approve or reject Memorandum Of Understanding with Dept. of Public Health regarding Special Programs for Youth services.*
Judy Griffin said this latest draft included any changes that Dept felt were important, and were revised again by the Health Dept. and now the Dept feels comfortable with it. Chief Flowers said that this draft went before the Health Commission in its present form, after this Dept. added some things. Judy said the Health Commission approved it as a draft and now it is for the Dept. to approve to send back to them for their signature.
Comm. Shimko said that, granting her missing the background for what it is intended to do, in its present form she doesn't feel it does much at all.
Other than some administrative things such as joint meetings and trainings, there is nothing on specific protocols and lines of authority and levels of services to be expected. Is this all done on "good will" or past practice? Judy Griffin said that this is a "general" MOU. This document is not meant to address the detailed relationship of each entity of the Depts. Chief Flowers says that this Dept does not control the Health Dept.'s staffing. He said all this document does is try to set up a procedure by which they (Health Dept) will do a few little things the Dept feels is important, "here and there" which when they don't do, create no end of problems for the Dept. He said that the Dept would like something else, but is not in a position to get it. He said the Health Dept is in the sole position of being responsible for the health of the youth in the Dept. They don't report to the Dept. they don't respond to the Dept. The Dept cannot get information about youth from medical due to "confidentiality" policy. He referred to the attempted suicide incident, where they did not respond to staff concern because they were getting off work.
Comm. Chan said that she saw nothing in the MOU which defined the conditions that allow the Dept to call Health Dept to come and service the youth.
Flowers said that they would happily propose an MOU in line with the wishes of the Commission. He said that Judy could call each of the commissioners and find out what they wanted to be included in the document, and then see if the Health Dept would agree to sign it.

Comm. Shimko asked if this was something Susan Frankel should be involved in. Comm. Cook asked if she would participate. She declined. She said it wasn't a legal issue, but a policy issue. Comm. Shimko asked also if speaking individually with Judy Griffin is allowed. Frankel said it has to be done on the record or it would violate the Brown Act.

Comm. Chan said the staff should be able to draft something that would work, immediately. Judy Griffin referred to Chapter 15 of the policy and procedure manual that details procedures for the Health Dept. staff. Maybe there needs to be a sentence or paragraph referring to that manual, in the MOU. Comm. Shimko said she did not have a copy of the Juvenile Hall policy/procedures manual. Flowers said they'd get a copy of both the JH and Health Dept. policy/procedures manual to her.

The issue will be re agendized for the next program committee meeting.

VII. Discussion Items:

A. *Review of juvenile hall policy on videos' content.*

There is an interim policy. All videos are to be pre approved by the recreation director. For commercial movies they will only be PG or PG-13. non fiction tape will be reviewed by him first.

Comm. Cook tabled items b. and c. until the next meeting.

B. *Update and discussion on Dept. personnel performance reviews.*

C. *Review of Commission's resolution to fully utilize Hidden Valley Ranch*

VIII. *Comments by Commission President. none*

IX. *Public Comments.*

Peter Bull wanted to know the average population of Hidden Valley.

C. Bell asked that the names of the review panels' names and the scores of the proposals be kept confidential.

Rich Perino welcomed Comm. Shimko. He mentioned the standing procedure in the hall of releasing first time non violent offenders to responsible guardians. He also mentioned the untapped potential for Hidden Valley.

Alan Jones referred to the copy of his letter to the editor of the Examiner. He also disputed the claim that the current police order to cite and release is the same as a standing order of two years. His main concern is the
]outstanding lack of religious/spiritual services for the youth in the hall, and the delinquency of the Chief in getting information back to him promised from a July meeting. He only now received anything. He will speak more on this at the next meeting.

X. *Other Business. none*

XI. *The meeting was adjourned at 5:55 pm.*

JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

Terry Landini-Brennan, President
Frank L. Cook, Vice President
Charles R. Breyer, Commissioner
Agnes I. Chan, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner
Anna C. Shimko, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

SF
J89
#1
5/8/96

NOTICE OF REGULAR COMMISSION MEETING of the San Francisco Juvenile Probation Commission

5:30 PM, Wednesday, May 8, 1996
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375 Woodside

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AGENDA

I. Roll Call.
II. Introduction and welcome of new Commissioners
III. Review of April 10, 1996 meeting minutes
IV. Chief Probation Officer's Report.
V. Committee Reports: Program Committee
VI. Action Items:
    A. Committee assignments
    B. Motion to approve or reject Program Committee's recommendations on:
        a. Memorandum Of Understanding with Dept. of Public Health regarding Special Programs for Youth services in the Dept.
        b. Memorandum of Understanding with General Hospital, Sheriff Dept.
        c. community based contracts.
    C. Selection of community site for June 12 commission meetings.

VII. Discussion Items:
    A. Update and discussion on Dept. personnel performance reviews.
    B. Statement of full utilization of the Dept.'s facilities.
    C. Policy for release of information to news media.
    D. Audit of the Dept.'s operational processes.

VIII. Comments by Commission President.
IX. Public Comments.
X. Other Business.
XI. Adjournment

May 3, 1996

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City and County of San Francisco
Juvenile Probation Commission

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MINUTES OF MAY 8, 1996 REGULAR COMMISSION MEETING of the San Francisco Juvenile Probation Commission

I. The meeting was convened at 5:43 pm by President Landini-Brennan, who, due to illness, turned over the meeting to the Vice President. Roll was called: Comms. Cook, Landini-Brennan, Salarno, Breyer, and Shimko were present. Comm. DeMartini was excused. Comm. Chan has resigned.

II. *Introduction and welcome of new Commissioners*

Comm. Cook extended a welcome to both of the new commissioners, Anna Shimko and Chuck Breyer, and invited them to speak to the audience. Comm. Breyer said it was an honor to be on this commission. He grew up in SF and is a product of the public schools. Now he raises his family here. His first professional job was as an attorney for the Legal Aid Society, representing youth here in YGC. He's had no more difficult a job than what that job entailed. Determining the best interest of the child is a very difficult task. The difference he sees between then (1967) and now is the involvement of community groups. He said that the first month of their (Anna Shimko and his) term on this commission has been spent visiting the facilities of the Dept., talking to people, and some community agencies. He feels that the answers to these complicated problems can be found in the dedication of those people (in and out of the Dept) trying to achieve both the protection of the public and rehabilitation of the child. He feels that rehabilitating the child does lead to protecting the public. He will try to keep his focus on the children.

Comm. Shimko said that she has spent a lot of time, since being appointed, getting to know the players in the system, finding out what's going on. Her own background is not directly in the juvenile justice system, but she has worked with youth, especially through mentorships, and counseling. She stated that it appears that the juvenile justice community is not a polarized community, but rather a fractured one where at some level everyone has a credible perspective (whether community agency, or Dept./city staff). Everyone expresses a commitment to the success of the youth, but differ in their ideas for how to get there.

She hopes she will be able to sift through some of these conflicting views to help get to the solutions. She feels that no matter what happens, this may well be the most important thing she does, and she hopes to live up to that task.

III. *Review of April 10, 1996 meeting minutes*

Comm. Shimko made the following corrections: 1) under CPO report, she asked that the word "bother" be changed to "inconvenience and cost." 2) further down in that section, there is confusion regarding "five released today", it is not clear what the five refers to. She commented that it is important that the minutes reflect what happened, so that someone not in attendance can just read the minutes and understand it. She wants things written in full sentences with capitals and periods.

The clarification for this statement should read "Flowers said that, of the five positions for which funding was released today...."

There were no other corrections. It was moved and seconded to adopt the minutes with the stated corrections. Motion passed.

IV. *Chief Probation Officer's Report.*

Chief Flowers gave population counts for the hall, and then compared it to counts for juvenile halls in the surrounding counties. Aside from SF --less than full capacity-- only Santa Clara county was below their maximum capacity. SF has seen a reduction in bookings for the past 3 months.

Comm. Shimko asked about the rated capacity. That number is for juvenile hall only. The population cited includes both the hall and Hidden Valley. Comm. Breyer asked for LCR capacity. Ans. 80. There are 75 youth there now. The courts have more confidence in that program and so are making more referrals to it.

LCR is continuing to get new bedding and other equipment/supplies to improve the ranch.

Comm. Shimko asked why the reduction in bookings. Flowers didn't have an answer. Comm. Cook said from his experience, activity is historically high in the first 4 months of the year.

Flowers mentioned the report from the Community Research Associates, and said it contains no facts, just opinions. He passed out a copy of one section of the report to the commissioners, alleging that girls are sent to CYA just because there are no community based programs for them. He gave stats which showed this to be patently false.

Comm. Landini-Brennan remarked that the report also took liberty to comment about her editorial to the newspapers, which had absolutely nothing to do with looking at this dept. and was irrelevant to the report.

Flowers passed out the executive summary of the Jefferson report. He said that about 39 out of 44 recommendations from that were done. He also showed a posterboard of 9 recommendations adopted by the Board of Supervisors (also from the Jefferson report), which have also been done.

One of the concerns brought up by Comm. Breyer was the possible reduction in detention time (speedy removal of youth from the hall) if the DA could assume more responsibility of conducting the investigation and determination of releasing youth, which would free up some of the probation officers to do other things. Flowers said that the DA has been asked before to do this, but has refused. He says that nobody wants to take the responsibility of releasing youth, or putting forth a set policy.... a city wide policy.... which the dept. will follow. He asked that the Commission contact the DA and talk it over with him. Comm. Shimko asked how this "policy" Flowers asked for, would differ from the current detention policy being used. Flowers said that the Depts.' policy is consistent with those used by other counties.

Comm. Breyer asked if Flowers was asking to have a meeting with the court/DA/public defender and probation, to decide what to do? Does he want the Commission to ask for such a meeting? Flowers said yes. His own attempts haven't resulted in anything.

Comm. Shimko took a position that maybe the simple look at numbers is not what should be the heart of the matter, but rather whether there is a reasonable, acceptable detention criteria that encompasses the need for public safety and the youth, and is fairly and consistently applied. If all this is done, then the numbers will be what they are.

Comm. Landini-Brennan cited recent stats which emphasized that while adult crimes are down, youth crimes are up. Flowers also said he saw these stats, which said that "gateway" crimes-- petty crimes-- are going up. He would like to see some meaningful programs done with those kids.

V. *Committee Reports: Program Committee*

Comm. Cook spoke briefly regarding the matters discussed in committee, but as the action items are specifically related to the committee's work. Comm. Shimko read off a list of their recommended contractors. (a complete report of the committee's meeting is available at the commission office)

Comm. Landini-Brennan asked for a periodic, consistent monitoring of the contracts and the work being done. And the results of these monitoring be reported back to the Commission every month. Flowers commented that evaluation tools are expensive so they are looking into doing evaluations in-house. He and Fred Virgilio will personally be working on this.

Comm. Shimko said that it is important for the Dept. to be fully familiar with what is happening in the community programs, if in fact more reliance will be placed on them to service our youth. She feels that the appropriate place for that to happen is the community programs division. Flowers says that short of hiring a "professional" evaluator, this would

be the place to do that, but the community programs division doesn't have the staff to do it. Therefore, probation officers are the most knowledgeable about these things and are in the best position to do any assessment. Comm. Salarno mentioned that on the state level there is a thrust to consolidate and coordinate services at school sites.
Comm. Cook asked the Chief to get some staff together to draft up a plan and proposal to address this issue, by the next commission meeting.

VI. Action Items:

A. *Committee assignments*

President Landini-Brennan announced her committee assignments:

Program Committee: Frank Cook (Chr), Ann Shimko, Harriet Salarno
Finance Committee: Chuck Breyer (Chr), Anna Shimko, Gene DeMartini
Personnel Committee: Harriet Salarno (Chr), Frank Cook, Gene DeMartini
Assignments can change when the Commission has its full complement of members.

B. *Motion to approve or reject Program Committee's recommendations on:*

i. Memorandum Of Understanding with Dept. of Public Health regarding Special Programs for Youth services in the Dept.

This was discussed in Program Committee, and there were still problems with it. It did not come out of committee. It will be re calendared at the next general meeting.

ii. Memorandum of Understanding with General Hospital, Sheriff Dept.

This was discussed in Program Committee and they recommend adoption with the noted additions raised by Comm. Shimko. J. Griffin recounted those additions. It was moved and seconded to approve the MOU. There was no discussion. **The question was called, and the vote was unanimous, 4-0 in favor.**

iii. Community based contracts.

The Program Committee read their recommendations for the community based agencies to contract with. They are: for intensive home supervision, Morrisania West, Chinatown Youth Center, Potrero Hill Neighborhood House, Bayview Hunters Point Fdn., Real Alternatives Program, and half a contract going to the Vietnamese Youth Development Center, and half to the National Office of Samoan Affairs. For Home Detention, Bayview Hunters Point Fdn., for co-ed mentoring, Ella Hill Hutch, for girls mentoring, the YWCA, for peer counseling, Portero Hill Neighborhood House, for pre placement shelter, SF Boys and Girls Shelter, and for 601 shelter, Youth Advocates. It was moved and seconded to approve the recommendations. There was no discussion. **The question was called, and the vote was unanimous, 4-0 in favor.**

C. *Selection of community site for June 12 commission meetings.*

The two neighborhoods chosen were Chinatown and the Sunset (to include the OMI). The Secretary will investigate places in both neighborhoods.

VII. Discussion Items:

A. *Update and discussion on Dept. personnel performance reviews.*

Chief Flowers was asked about this, and he reported that the Dept was about 85% completed. He said they were on target with this task.

B. *Statement of full utilization of the Dept.'s facilities.*

Comm. Shimko expressed her disappointment with not having a complete set of materials to review at one time, comprised of all the materials related to the meeting's agenda. It would be much easier, and organized if this could be done. It was explained that sometimes setting agendas is not possible that much in advance of the slated meeting date. Relevant materials is often not provided by the Dept. in the time required by the Commission Rules to give Commissioners adequate time to review them. The Secretary does not set agendas, but will try to work with those who do, to allow for a single, complete mailing of materials 5 days before the meeting.

Chief Flowers, in response to the statement of full utilization, said that it was not an item generated by the Dept or its staff, so he had no comments about it. Comm. Cook asked what the status of the classification system was. Flowers said he passed a copy of it to the commissioners (in the materials he passed out during the meeting). Comm. Breyer suggested that this be held over until Comm. Landini-Brennan could be here for the discussion since it touches on many different issues, eg. full use of Hidden Valley. Comm. Shimko said she hopes that the Dept is in compliance with minimum staffing requirements, and the Chief said it does. He said the Dept does do all those things, and repeated that this was not his resolution.

Peter Bull asked whether this would be more appropriately dealt with in the Program Committee.

C. *Policy for release of information to news media.*

The Chief said again, that this was not generated by him. The item was tabled til the next meeting.

D. *Audit of the Dept.'s operational processes.*

Tabled until next meeting.

VIII. Comments by Commission President. none

IX. Public Comments.

Peter Bull, Coleman Advocates, said that early intervention does not mean juvenile hall detention. Juvenile hall detention used as punishment is also illegal.

The purpose of this institution is to deal with accusations of criminal conduct followed by the filing of formal petition, etc.

Mary Harris thanked Agnes Chan for her work on the Commission. She listened to the community and showed courage in keeping the commission honest. She thanked her for resigning as asked by Mayor Brown and asked the rest of the commissioners to do likewise.

Rich Perino, PO, commented that for too long the commission has acted to approve community based contracts without significant discussion regarding the focus and effectiveness of the activities paid for. There has been evidence that these programs/agencies are "stuck in first gear" not able to really develop. The commission then doesn't take time to look into the programs/activities and to rethink what might be done to better serve the youth.

He also commented on the media's total neglect of what is positive in the dept. He listed many of these: no escapes, greatly reduced juvenile hall OT, greatly reduced staff injuries and thus reduced assault pay, improved living conditions in the hall, the use of Hidden Valley facility, the expansion of the parenting skills program, drug testing for probation officers, the SHO program, follow up on probation violators, court school at 1950 Mission st (with the SFUSD), established a contract for 15 beds at Glen Mills school in Pennsylvania, weekly meetings with community agencies to determine appropriate referral to and usage of community resources. There have been no significant increases in CYA commitments, nor in length of detention at JH, contrary to critics' claims. The improved booking process which saves police time is also not mentioned.

Bill Vince wanted to clarify the issue of the cite and release order. He said that this was just a re issuance of a 26 year old order, with the exact same language. This is consistent with the police depts.' policies and not a radical departure.
His own experience with the Dept. shows him that the detention criteria is the single most important factor in admissions. This overrides what the police might emphasize in their work on the streets. He doesn't hear any complaints from police officers about the cite and release vs. booking. There is no concrete evidence for what is behind the overcrowding at juvenile hall.

C. Bell said that Ace Tago confirmed that $50,000. was set aside by the Commission (off the top of the contract amounts) to do evaluations. This was done over the objections of community programs and community agencies. She then said that "it is virtually impossible for youth on probation to operate only in the context of probation. Community programs that exist have to continue to exist and that evaluation is something that the Dept., the commission, a lot of people have been calling for for a number of years. The reality however is evaluations have become scientific in terms of how they're done, that if the dept. truly wants effective evaluations of programs, then resources have to be put in so that evaluations can be done. Whether that be bodies that are trained to do evaluations or outsiders brought in to do evaluations, there needs to be either money or resources put into the dept. for that to happen, so we can scream about evaluations as much as we want, but until we have some support for that, then we'll continue to get what we have now, which is basically oversight and monitoring."
Comm. Shimko said that the contracts need to have accountability built into them, as well as evaluation. These two things are different. One asks for how well do the services work, the other asks are the contractors doing what they say they are doing. So, are accountability measures made part of the contracts? Bell said they are trying to ensure that agencies comply with performance standards. The issue of the monitoring is valid. Her division is a one person operation (along with Horst Baur). She says she needs additional help.
Comm. Shimko repeated her concern for accountability and asked who was going to be looking at the contract language to assure accountability. She said maybe Bell should submit a "proposal" to the commission (as suggested by Comm. Cook) detailing what would be needed to get all these things done. Bell said that she'd work on it.
Comm. Breyer asked about the funds for evaluation, and if it was adequate, or if specific plans were made for how it was going to be used. Bell commented that it wouldn't be enough, and that she opposed using it
The commissioners asked the dept. to put something together (along the lines of the earlier suggestion of Comm. Cook) to show what would be needed to do the things the commission was asking for, and how that $50,000. set aside could be used to accomplish this. Bell said they'd work on it.
Darwin Farrar, Coleman Advocates, first commented that staff comments should not be placed into public comment period. This would be far better form. He then thanked Ed Flowers for his clarification of the ways the Dept was implementing the Jefferson report recommendations. He acknowledged Comm. Landini-Brennan's comments regarding reference to her letter, in the "auditor" report. He was struck by the report's comments on the relationship between the commission and community groups, in light of the increasing utilization of such groups in addressing juvenile justice issues. The commission has not clearly stated their current thinking on their relationship to community providers, their intentions to foster development of those relationships. He characterized the stance of a

prior program committee meeting as being borderline animosity toward the groups. He just wants a clarification of what the commission's position is.
Michelle Magee, Youth Advocates, commented that there has not been a constructive dialog between the two parties mentioned. She commented that evaluations are complex things. She thinks there is no disagreements over evaluation, prevention and overcrowding, but there is no dialog to find solutions, just debates. She would like to see some collective discussion on these and other issues.
Kent Eagleson, SF Boys and Girls Home, asked that his contract not be cut by any amount. Chief Flowers took the opportunity to promote Eagleson's service and had him go into much more detail about their program.
Comm. Breyer asked for a proposal regarding how the $50,000. would be used for evaluations, and if there is no reasonable plan, then he would prefer to not use it and give "full" funding to the agencies.
Rich Perino, PO, commented that C. Bell's quote of $150K for evaluation was mainly a "pork barrel" action for those who get large amounts of money to do something simple. He said that probation officers who can read probation reports can review how well an agency is doing, and that this would only be an additional assignment for them.
Comm. Breyer asked if it was the Depts' position to oppose using $50,000. for evaluation. Flowers answered yes. He promised to do an analysis of this and bring it back to the commission.
C. Bell said that the contract process will take her another two months, with any luck, so she won't have time to work on this other thing (the proposal).
Ruth Cowan asked if the amount of money for evaluations was being equally cut from each contract, or will the commission "pro rate" according to service levels (eg. 8 youth in intensive home supervision vs. maybe dozens in the pre placement shelter).
Sharon Hewitt, California Wellness fellow, wants to see a greater partnership between the Dept and community to strengthen the continuum of services available. She says the discussion on evaluation seems arbitrary. She said evaluations are scientific processes. One needs to look at not only the evaluation, but the instrument and the specificity of the program being looked at. She says there is a lot that hasn't been done by this Dept. over the years on evaluation, so just "adding $50,000. to a salary line" will get us where we should be. She said that the commission was being premature in their assessment of the efficacy of those programs. She referred to being on the street and knowing that they have not taken the time to evaluate the nature and diversity of the services out there. She cautioned the commission to look seriously at the issue and not take it lightly.
Rich Perino responded that he was not advocating spending $50K on evaluation, but just letting POs do it.
Aimee Exnicios commended all those who came to the meeting and expressed their opinions on issues of importance to everyone concerned with juvenile justice matters. She would like to see this happen more often, and not just when there are potential funds at stake.

X. *Other Business.*
Comm. Salarno was concerned about an article regarding a girl who ran from an out of home placement and ended up at juvenile hall again. She requested Nancy Yalon, a probation officer to come to the next commission meeting to explain the process by which girls are served in the Dept. Comm. Salarno said that services to the girls has been a long time concern of hers and maybe by understanding in more detail what happens now, the commission can begin to consider other strategies.
She also said that the Office of C___Juvenile Delinquency Prevention will be holding their next meeting in the Bay Area on May 29, at the Doubletree Hotel. She then said that the "dialog" being conducted now is a major advance from when she first got up here, where nobody talked to anybody.

Comm. Breyer wanted to know how many days the hall has double bunked. He wants as much detail as possible.
Comm. Shimko asked C. Bell to report back in two months what the maximum service level needed by the dept. that isn't met by current contract levels. She would like this is written form.
Comm. Shimko also asked about the visiting hours at juvenile hall. They seem short and at inconvenient times for parents who work and cannot come during afternoon hours.
She also asked about the potential of having visiting on Sats. at LCRS.
Ruth Cowan said she was concerned that RU was closed, because that is normally the place where youth with physical injuries --gunshots, etc.-- are kept. She happily reported that Sat. (5/4) there was visiting on B5, where about 17 kids had visitors. It seemed people were having a pleasant time, and this hasn't happened for some time.
Comm. Cook thanked everyone for coming, especially the religious attendance of Peter Bull.

XI. *The meeting was adjourned at 8:11 pm.*

adopted June 12, 1996

Terry Landini-Brennan, President
Frank L. Cook, Vice President
Charles R. Breyer, Commissioner

Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner
Anna C. Shimko, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

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NOTICE OF REGULAR COMMISSION MEETING
of the San Francisco Juvenile Probation Commission
at Commodore Stockton Elementary School Auditorium
950 Clay St.
San Francisco, Ca 94108

5:30 PM, Wednesday, June 12, 1996

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AGENDA

I. Roll Call.
II. Review of May 8, 1996 meeting minutes
III. Chief Probation Officer's Report.
IV. Committee Reports: Program Committee
V. Action Items:
  A. Consideration of possible action regarding adoption of a policy for release of information to news media
  B. Consideration of possible action regarding Program Committee's recommendations on:
    a. Memorandum Of Understanding with Dept. of Public Health regarding Special Programs for Youth services in the Dept.
  C. Consideration of possible action regarding Program Committee's recommendation on closure of Hidden Valley facility.
VI. Discussion Items:
  A. Update and discussion of Dept. personnel performance reviews.
  B. Overcrowding at Juvenile Hall.
  C. Possibility of the Commission conducting an audit of the Dept.'s operational processes.

VII. Comments by Commission President.
VIII. Public Comments.
IX. Other Business.
X. Adjournment

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MINUTES OF JUNE 12, 1996 PROGRAM COMMITTEE MEETING of the San Francisco Juvenile Probation Commission

I. *The meeting was convened at 4:35 pm* by Chair, Frank Cook. Comms. Shimko, and Breyer were present at first call. Comm. Salarno arrived at 4:35, Comm. Landini-Brennan arrived at 5:05, and Comm. DeMartini at 5:15 pm.

II. *Review of Program Committee meeting minutes of May 8, 1996*
Comm. Shimko referred to pg 1&2, where intensive home supervision was mentioned, it should read intensive home based supervision. On p. 2, 1st paragraph refers to Comm. Shimko by "she" , it should identify clearly as Comm. Shimko. The organizations who were recommended for contracts should be spelled out (not just acronyms). The 2nd sentence after that is a fragment. Make them complete sentences. End of that discussion should reflect that the committee recommended contract to Bayview Hunters Point Fdn. Pg 3 bottom, referring to Comm. Breyer it was unclear what was meant. Make necessary corrections. With these noted corrections, the minutes were adopted.

III. Action Items:

A. *Consideration of Memorandum of Understanding with Dept. Public Health/SPY, with possible recommendation to the full commission.*
Comm. Shimko noted that the committee had not been given a copy of this MOU so that nothing can be done now. She suggested it be carried over with directions to Dept. to get a finalized copy to the committee for action at next meeting. The Chief arrived at this point in the discussion, and had nothing to present to the committee. He didn't know if the director of SPY would show up. He promised to have the materials for the committee by the next meeting.

B. *Discussion and consideration of closure of Hidden Valley facility, with possible recommendation to the full commission.*
Comm. Shimko explained why she wanted to discuss this. She said that Chief Flowers agreed with her and has ordered all youth and staff to return to SF, so while the facility is not "closed" it is not being used. She wanted the Commission to direct the facility to be closed until further direction by the Commission to do something else. She had 3 reasons for this recommendation. 1) logistical.. it is a long way away from SF and makes both access to counsel/parents/courts problematic. 2) Sometimes a kid didn't work out and had to be returned to JH, demanding more staff time. 3) There are staffing difficulties because Hidden Valley is opened. Flowers said that the distance from SF demanded more staff at Hidden Valley Ranch. He further mentioned that for whatever reasons, medical problems kept kids from being transferred there. The last day of Hidden Valley Ranch, when the youth were returned to SF, there were only 13 at Hidden Valley Ranch, and there was double bunking in JH. Flowers wanted the direction to be for the Dept to use Hidden Valley Ranch for programs for a number of things. Comm. Shimko suggested it not be used for pre adjudicated youth who otherwise would be in juvenile hall. Flowers suggested Hidden Valley Ranch be used for things like summer overnight, weekend trips for kids in juvenile hall.
All commissioners spoke highly of the Hidden Valley facility in regards its positives as a site to serve the youth in the dept. Comm. Breyer expressed concern, in view of this fact, that the facility not be lost to the dept. and asked Flowers to come up with recommendations for how it could be used in the summer months, and to address what the Dept. is facing now. He wanted the

proposal to lay out the needed resources and what Flowers would do to get those resources, what would be necessary in allocating those resources and how it would impact the rest of the dept. (specifically juvenile hall).

Comm. Salarno mentioned the fact that the state advisory committee on juvenile delinquency heard that many counties in northern California needed to begin making a 5 yr plan, and to do regional planning. She further reported that many counties don't have adequate facilities to serve their own needs. Her point was the potential of using Hidden Valley as a contractual placement for other counties.

Comm. Cook repeated that he didn't think the complaint regarding the travel distance to Hidden Valley was justified.

Comm.Shimko recast her original suggestion: to recommend that the commission votes not to use Hidden Valley Ranch to house pre adjudicated youth at this time, and to use this time to come up with creative ways of using the facility, for either pre or post disposition, including the possibility of a girls' center. And to find funding elsewhere to staff it.

Public comment: Pete Rodriguez asked if there was a motion because he didn't hear a second. Comm. Shimko said that the motion was for the Dept to not use Hidden Valley Ranch for pre adjudicated youth until further direction from the Commission, and for the dept. to look into ways to use the facility programmatically. Rodriguez asked if there was a second, and there was no affirmation of that. He then asked if the motion died.

Commissioners asked what the status of Hidden Valley was currently and there was talk about it not being closed but no having anyone there.

Comm. Salarno said she'd rather see there be at least one person there to keep it open, because once it's closed it would be difficult to re open.

Comm. Shimko restated that she didn't want Hidden Valley used as it has been, for pre adjudicated youth, but this wouldn't preclude it being used for anything else in the future, or if it were appropriate in the future to use it for pre adjudicated youth. Comm. Cook said he didn't second the motion because he wants it to stay open and used.

Rodriguez reviewed the fact that the Commission had ordered the Chief to come up with creative ways to use the facility, but to date he hasn't come through with anything.

Ed Flowers enumerated what they intended to use it for. They will use the basketball gym. They will probably use Hidden Valley Ranch for housing the Log Cabin Ranch youth when they rehab the dorms at Log Cabin Ranch. They intend to use it for some type of programming for youth in juvenile hall sometime during the summer. Exactly how they will, he couldn't say. He proposed taking youth from the hall to Hidden Valley for the weekends. This would be for both pre adjudicated and post adjudicated.

Comm. Landini-Brennan asked wasn't the hall overcrowded since bringing Valley youth back to the hall. Flowers said yes.

Comm. Landini-Brennan asked about the existing resolution. Comm. Shimko said her understanding from the Dept and the city attorney was that Chief Flowers could choose to not house pre adjudicated youth at Valley and that would not violate the language of the resolution.

Comm. Landini-Brennan asked about the overcrowding and Comm. Shimko said that after reviewing the numbers she is convinced that bringing youth back to the hall solved some of the overcrowding (since Valley was not being fully utilized). Comm. Landini-Brennan asked about the Dept's changing G2 into an assessment unit, putting all youth needing some kind of assessment in there. Flowers said it is closer to the RU, the medical and educational staffs. Changing B1 into G2 doesn't change the capacity for girls.

Comm. Salarno returned to the question of being a resource for other counties. Flowers said that when he came on, Judge Hitchens talked to him about the Valley facility as a regional girls facility.

Micheal Fuller, private citizen, said that it is unthinkable to use Hidden Valley as a weekend retreat facility or a warehouse for adjudicated youth. He castigated the commission for not reprimanding Flowers for "closing" Hidden Valley.

Allen Jones, recalled the time "advocates" complained about over-using Cal. Youth Authority, and how Hidden Valley was looked at as an alternative. He also thought using Valley as a weekend "vacation" was laughable.

Comm. Salarno moved to keep Hidden Valley open. Comm. Landini-Brennan seconded. Comm. Shimko asked for a clarification. Does this include using it for pre adjudicated youth? Comm. Salarno: Yes.

The question was called. Comms. Salarno and Cook voted yes. Comm. Shimko, no. The motion passed.

IV. *Discussion Items:*

A. *Local alternatives to out-of-state placements of juvenile wards.*
In view of the lateness of the hour, tabled until the next meeting.

V. *Public Comments.*

Ruth Cowan asked to have the deed for Hidden Valley inspected to see if there are restrictions stipulated by the estate that donated the property to the city/county. Comm. Breyer asked Susan Frankel to provide the commission with a copy of the deed.

Aimee Exnicios commented that the complaints about distance are thin at best (in comparison to other jurisdictions). There doesn't seem to be any greater difficulty in counsels seeing their youth while at Hidden Valley than juvenile hall. The complaints about youth being taken to Valley when they need to be up in the hall are best directed to the poor planning of administration which doesn't think clearly before just transferring a youth to Valley and causing all this inconvenience.

She also mentioned the poor decisions being made about placement which lead to placement failure. This needs to be looked at.

T. MTambuti, director of SPY, said there needs to be more planning before the commission moves ahead with their plan for Hidden Valley (to keep it open). He said the SPY doesn't have the resources to keep Valley staffed on a permanent basis. This decision should include a negotiation between Flowers and Dr. Hernandez to set up what health services should be available.

VI. Other Business. None

VII. The meeting was adjourned at 5:50 pm.

Terry Landini-Brennan, President
Frank L. Cook, Vice President
Charles R. Breyer, Commissioner
gene V. DeMartini, Commissioner
arriet C. Salarno, Commissioner
Anna C. Shimko, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

SF
589
#1
7/10/96

NOTICE OF REGULAR MONTHLY MEETING
of the San Francisco Juvenile Probation Commission

Cancelled

Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, Ca 94127

5:30 PM, Wednesday, July 10, 1996

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AGENDA

I. Roll Call.
II. Review of June 12, 1996 meeting minutes
III. Chief Probation Officer's Report.
IV. Committee Reports: Program Committee
V. Action Items:
    A. Consideration of possible action regarding Program Committee's recommendations on Memorandum Of Understanding with Dept. of Public Health regarding Special Programs for Youth services in the Dept.

VI. Discussion Items:
    A. Plans for usage of $50,000. allocated for evaluation of community based programs.

VII. Comments by Commission President.
VIII. Public Comments.
IX. Other Business.
X. Adjournment

Sound enhancement system provided with advance notice. Accessible parking available behind YGC Administration Building. Accessible seating for persons with disabilities. American sign language interpreters available upon request with advance notice.Meeting proceedings available in alternative formats. The closest accessible BART station is Glen Park to the 44 Muni Line. Accessible Muni lines from the Forest Hill Station are the 36, 44, and 52 lines. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

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Terry Landini-Brennan, President
Frank L. Cook, Vice President
Charles R. Breyer, Commissioner
ugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner
Anna C. Shimko, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

SF
589
#1
7/17/96

NOTICE OF RESCHEDULED MONTHLY MEETING
of the San Francisco Juvenile Probation Commission

Youth Guidance Center Cafeteria
375 Woodside Ave, San Francisco 94127
5:30 PM, Wednesday, July 17, 1996

Canceled

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AGENDA

I. Roll Call.
II. Review of June 12, 1996 meeting minutes
III. Chief Probation Officer's Report.
IV. Committee Reports: Program Committee

V. Action Items:
   A. Consideration of possible action regarding Program Committee's recommendations on Memorandum Of Understanding with Dept. of Public Health regarding Special Programs for Youth services in the Dept.

VI. Discussion Items:
   A. Plans for usage of $50,000. allocated for evaluation of community based programs.
   B. Discussion about $250,000. allotment to the FY 96-97 budget, earmarked for alternatives to juvenile detention.

VII. Comments by Commission President.
VIII. Public Comments.
IX. Other Business.
X. Adjournment

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

J
SF
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#1
/14/96

NOTICE OF REGULAR MONTHLY MEETING
# of the San Francisco Juvenile Probation Commission

Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, Ca 94127

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5:30 PM, Wednesday, August 14, 1996

AGENDA

I. Roll Call and welcome of the new commissioners
II. Review of June 12, 1996 meeting minutes
III. Chief Probation Officer's Report.
IV. Action Items:
  A. Election of officers of the Commission and committee assignments
  B. Discussion and consideration of possible action on Memorandum Of Understanding with Dept. of Public Health regarding Special Programs for Youth services in the Dept.
  C. Discussion and consideration of possible action on resolution authorizing a contract renewal with Calif. Youth Authority for emergency custody of San Francisco juvenile wards.
  D. Discussion and consideration of possible action on resolution authorizing a contract renewal with Calif. Youth Authority for diagnostic treatment services and temporary detention of San Francisco juvenile wards.

VI. Discussion Items:
  A. Commission procedures and processes; a clarification of how it wants to do its work.
  B. Referral to Program Committee for discussion, the report of July 15, 1996, on diversion programs
  C. Status report on the National Center on Crime and Delinquency (NCCD) contract to evaluate detention criteria.
  D. Status of NCCD contract to design and implement classification and work load management system.
  E. Status of policy and protocol for undocumented minors.
  F. Status report on aftercare programs for Log Cabin Ranch.
  G. Status report on Dept.'s long range planning team.
  H. Report on, and discussion about "Out of Sight, Out of Mind" by the Center for Juvenile and Criminal Justice.

VII. Comments by Commission President.
VIII. Public Comments.
IX. Other Business.
X. Adjournment into CLOSED SESSION for PUBLIC EMPLOYEE PERFORMANCE EVALUATION, Title: Chief Juvenile Probation Officer, pursuant to government code (Brown Act) § 54957.

XI. RECONVENE IN OPEN SESSION, pursuant to government code § 54957.1(a), the Commission will report on any action taken in closed session.

XII Adjournment

August 9, 1996

Sound enhancement system provided with advance notice. Accessible parking available behind YGC Administration Building. Accessible seating for persons with disabilities. American sign language interpreters available upon request with advance notice. Meeting proceedings available in alternative formats. The closest accessible BART station is Glen Park to the 44 Muni Line. Accessible Muni lines from the Forest Hill Station are the 36, 44, and 52 lines. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

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City and County of San Francisco
Juvenile Probation Commission

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MINUTES OF AUGUST 14, 1996 MEETING
of the San Francisco Juvenile Probation Commission

I. *The meeting was convened at 5:45pm* Comms. Drake, Breyer, Shimko, Aramburo were present. Comm. Hale arrived at 5:48pm.

III. *Chief Probation Officer's Report.* (taken out of order)
Chief Flowers reviewed detention stats for surrounding counties and compared them to San Francisco. Many were over their capacities. San Francisco was under for this month.
He reported that the detention review process has been in operation for the past 2 weekends, which resulted in 3 releases which might have otherwise been left in the hall. This review process is being implemented with the participation of the DA.

The Dept. has begun to drive non SF resident youth back to facilities in their own counties of jurisdiction, so as not to have them languish in the hall until they can be released to some responsible adult. He further reported that the fire alarm system is in place and being tested. He reported that reimbursements from Title IV exceeded Dept. expectations by $216K. This is the final payout. The funds have ended.

Comm. Shimko asked the breakdown between M/F in the hall. The Chief guessed that 15 are females (out of 100). All units are in operation, including the RU. Comm. Shimko asked what types of youth are in the RU. Ans. younger ones, ones with particular problems needing assessment, girls, and those not needing to be kept long.
Question: modular unit for girls? when could we get a good estimate? Ans. getting it together, maybe next month.

II. *Review of June 12, 1996 meeting minutes*
Comm. Shimko moved to adopt them as written. There were no objections. Minutes were adopted.

IV. *Action Items:*

A. *Election of officers of the Commission and committee assignments*
Comm. Shimko nominated Comm. Breyer for President. Comm. Hale noted that they needed to open the nominations for officers. Comm. Breyer so opened the process. There were no other nominations. Comm. Breyer was elected unanimously. Nominations for Vice President were opened. Comm. Breyer nominated Comm. Shimko. There were no other nominations. Comm. Shimko was elected unanimously.

Comm. Breyer outlined his philosophy on juvenile justice. Points made:
One of the most serious problems in the nation is turning around troubled youth. The central task is to intervene early and effectively.
He has been very impressed with the committed staff in the Dept. who daily work with these youth because of their concern for those youth. There are successes in the Dept. (eg. the FOCUS program, the Serious Offender), as well as community programs like OMEGA. But there are also enormous failures (eg. 60-70 youth on a PO's caseload. Not enough early intervention when youth are still "unsophisticated." Not properly utilized community based resources to develop/encourage/and fund the types of programs necessary to help these youth). Our problem has been inadequate funding, evaluation, and implementation of those programs that really help.

His main objective will be to try and figure out what works and what doesn't, and make the appropriate allocations of resources to affect the youth early on. It is a thin line between the child endangered (from dependency) and the dangerous child (to delinquency).

Those youth who present a danger to society must be dealt with. But they must not be warehoused. He doesn't think the question is whose fault it is that the job isn't getting done. He thinks the question is whose responsibility is it to make sure that things are done to protect society and develop children so the endangered child doesn't become the dangerous child.

He is convinced of the fine intentions of all those involved in the juvenile justice system, and he is further convinced that community based resources-- the general public-- is the answer rather than the government. The role of government should be to energize those resources to bringing services to bear on the problems.

Comm. Shimko briefly presented her views on the work. She said that she agrees (as one person stated it to her) that if you keep your eye on what's best for the children, then you'll be doing the right thing.

She understands the responsibility of the Commission being the "lightning rod" for criticisms of the system, but she has learned that it is more than just looking at the Dept. It involves more institutions: police, PD, DA, community groups, group homes, etc. It takes everyone to get something positive done. So rather than being the center of a storm surrounding rehabilitation issues, she hopes the Dept. can be the umbrella for all the different services necessary for successful rehabilitation. She agreed with Comm. Breyer that it is critical to formulate successful community based services.

Despite the attention paid to juvenile hall detainees, those numbers are only a fraction of the youth involved in the probation dept. The broad strokes of knowledge that we have about juvenile delinquents show that it is much more effective to intervene in a child's life earlier than later; that most of the delinquency kids were in dependency before entering this system. We know that certain groups of kids can be targeted early.

She says it is appropriate to emphasize services to those serious offenders, but it is just as important to emphasize early intervention services. But she doesn't feel that it is simply to put a kid back on the streets, on probation. Probation needs to be coupled with an assessment of the risk factors of the probationer (eg. education, life skills, family background) and a collection of community based services that address those issues in his/her life.

There is no conflict between detaining kids and involving community based agencies in the Dept.'s efforts. What she has seen is a large number of youth being put back into the community, but not getting services they need.

There is work enough for everyone, and there are many good people working toward our goals.
She mentioned the opportunity before everyone, now with a new Mayor, and an emphasis on youth development, to pull together all the resources necessary to have the full complement of services to the population. The system needs both

compassion and discipline, graduated consequences and rewards. She looks forward to making this happen.

Comm Breyer introduced the new commissioners. Comm. Eleazar Aramburo, an attorney, had clerked for Justice Reynoso, and Fed. District Court Judge Schwartz. She was a public defender in San Joaquin County, and a senior staff attorney in the Office of Citizen Complaints in SF. She is also the Pres. of the La Raza Lawyers Association. Comm. Aramburo said she is strongly committed to youth, and thinks it is the responsibility of both the Dept. and the community to empower youth to take a positive role in making their destiny.

Comm. Brenda Jackson Drake, an attorney, is a board member of many Bay Area organizations: Center for Law In the Public Interest, Bay Area Discovery Museum, Florence Crittendon Services, National Urban League, Friends of the San Francisco Commission on the Status of Women, Bay Area Urban League, and is currently Associate Director of the Richard and Rhoda Goldman Fund. Comm. Drake said that she is interested in exploring the different ways they might bring needed resources to the Dept. Children have been a strong interest of hers and the issues faced in this Dept. are very important to her. She said that each child up here creates an opportunity for the system to turn a life around. She says we need to support each child and give that chance for positive change.

Comm. Damone Hale went to USF Law School, and is a Juvenile Justice Commissioner, acts as a judge in the Youth Court program, is an advisor to La Raza Centro Legal, is part of the homeless advocacy project of the SF Bar Association. Comm. Hale said that all children are important, regardless of where they come from. He commented that youth have lost hope, enthusiasm for the future. They need everyone to help in their attempts to make it through.

We need to bring in people who can communicate with those young people. While people commended Omega Boys Club for what it is, Comm. Hale said that we should give them more help so they can be even better.

Comm. Breyer said that the Mayor has asked that the Commission obtain positive results in the next year, and Comm. Breyer thinks that the Commission will speak with a singular voice on the direction and policies of the Dept.

Comm. Breyer made the following committee assignments:
Program Comm. Shimko,Chr; Aramburo, Salarno
Comm. Aramburo was concerned with placement issues, and Comm. Breyer asked her to focus on that.
Facilities Comm. to deal with physical plant and the use of it (overcrowding, detention criteria, assessment criteria) Comm. Hale,Chr; Drake, DeMartini
Finance Comm. (reserved making appointments til a later date)
Personnel Comm. Comm. Breyer asked that all members be on that committee because of the importance of it. He will Chair.

B. *Memorandum Of Understanding with Dept. of Public Health regarding Special Programs for Youth services in the Dept.*
Chief Flowers said that he has an updated draft of that MOU. Comm Shimko asked if the Health Commission will be acting on it. No. Flowers said he received a letter from the Health Dept. asking why it is taking so long to approve. Comm. Shimko wasn't comfortable acting on it as it was not given to commissioners in advance for

review. Flowers said that it wasn't important to act on it at this meeting, since it is already "in force." Comm. Hale expressed concern for uncontemplated situations. There needs to be clear statements as to who would make decisions in such instances. T. Mtambuzi said that the policy manual spells out this, but not in the MOU. He offered to do a workshop for the Commission explaining the full breadth of services provided by SPY to the Dept. They will set up a convenient time to do this. The MOU was tabled for passage until next mtg. Flowers offered to get copies of the sections of the manual (for LCR) to the commissioners.

C. *Discussion and consideration of possible action on resolution authorizing a contract renewal with Calif. Youth Authority for emergency custody of San Francisco juvenile wards.*
Flowers said this is a pro forma agreement with CYA and is infrequently used. Comm Shimko asked for what situations would this be used. Flowers said that this would allow the Dept to send a kid to CYA earlier than the date of commitment to CYA demanded by the court. It can also apply to kids that are not committed to CYA, but are deemed beyond the control of the Dept. (a danger to themselves and others in the hall). This costs $2700. max. per month. Comm. Hale asked for background information, and Flowers said there wasn't any.

Question: how frequently is this used. Judy Griffin said it has been used once in the past 3 yrs and that it was used 5 yrs before that. It can be used for either a pre or post disposition ward. Payment is made on a case by case basis. The exact cost is determined by the sophistication of the youth referred and the CYA determines that. Question: who does the determination to refer to CYA? The referring county. The court needs to be convinced such a referral is necessary before this is used.

Public Comment: Dan McAllair, CJCJ, wanted to see something in writing about this. He felt that it was extreme to put a kid in CYA, especially pre adjudicated. Comm. Hale asked if any of this information was available. J. Griffin did not have any details about previous referrals off the "top of her head". Comm. Hale wanted to know the process and the criteria being used. Fred Virgilio said that using CYA for this is primarily for the safety of the youth in the hall. The most recent instance it was used to place a youth who might have injured another youth (both co defendants in a murder case) if left together in the hall. He did suggest a procedure be instituted to take some of the discretion away from the Dept., but that it would still probably be used very sparingly. Comm. Breyer wanted the Commission to be informed when this contract was used. Flowers agreed. **The question was called. It passed unanimously.**

D. *Discussion and consideration of possible action on resolution authorizing a contract renewal with Calif. Youth Authority for diagnostic treatment services and temporary detention of San Francisco juvenile wards.*
Judy Griffin explained that this was used to send a youth to CYA for evaluations to determine the appropriateness of the youth for referral to CYA. Question: how often is it used? Ans. about 10 times/yr. But it varies. Comm. Breyer commented that this Dept. has the responsibility to do assessments and diagnoses on the youth, but this places that responsibility on the State. Why? What more expertise does the CYA have that this Dept. doesn't? Griffin said that it is rare that a PO requests this. Comm. Aramburo said that this is used to determine whether the CYA actually has the services which would benefit the youth. They have substance abuse programs, sex offender treatment services. Comm. Hale had a concern. A similar process exists in adult court. He is not sure of the quality of the diagnostic and treatment services

offered by CYA. He wanted to know what input SPY had regarding this. Griffin says this is a left over from the days when the court administered this Dept. This is a court order that the Dept doesn't make, but the Dept. pays for the costs of it. Question: does the Dept. use CYA's diagnostics to guide a dispositional recommendation? Ans. No. Comm. Aramburo commented that this referral option is required by the W&I Code.

Public Comment: Micheal Fuller, consultant, said it was strange for an administrator to describe anything as a holdover of what the Superior Court does. The Dept. does everything it does under this guideline. The 2 uses for this contract have been as a diagnostic tool to determine placement appropriateness for CYA, and also to "tighten up" a kid -- in other words, to expose a kid to CYA so he could decide he didn't want to end up there, and thus "straighten out."

If the order is a tool of the court, then the Commission would have no authority to deny it. Question: is it ever just ordered by the Dept? Virgilio says that sometimes they do recommend it. Comm. Hale expressed concern on the $3300/mo cost. Each referral generally costs about $12K per kid, so the Dept. considers long and hard before expending this amount.

The question was called. It passed 4-1, with Comm. Hale voting no. Comm. Breyer called for a 10 minute recess.

VI. *Discussion Items:*

A. *Commission procedures and processes; a clarification of how it wants to do its work.*
Comm. Shimko is very concerned regarding the lateness of getting relevant materials for each meeting. She suggested getting agendas out at least one week before the meeting, and all related materials in hand at least the weekend before the meeting. Comm. Breyer concurred. The Dept. will be informed of agenda items in a timely manner so they can prepare, and the 10 day rule for written materials (as per Commission Rules) will be followed.

Comm. Shimko wants the City Attorney to review agendas before they go out.
Public Comment: Peter Bull wanted to have agendas faxed to him, as well as the ability to review materials that relate to agenda items, before the meeting.
Aimee Exnicios: agreed with P. Bull, and would like that expanded to include probation workers also.

Comm. Shimko also asked that all Commission requests for actions to be taken by the Dept. be compiled and automatically calendared at the next meeting.
Comm. Breyer asked that a list of all such requests be drawn up and disseminated to the Commission and the Chief Probation Officer, within 3 days of the meeting wherein they were raised.

B. *Referral to Program Committee for discussion, the report of July 15, 1996, on diversion programs*
Comm. Breyer asked the Program Committee to review and discuss this item a their next meeting.

C. *Status report on the National Center on Crime and Delinquency (NCCD) contract to evaluate detention criteria.*
Comm. Breyer said there was confusion regarding the detention criteria, and if it was completed as per contract demands.

There seems to have been funds allocated, but that the work that was to be completed is not done and the contract has expired, demanding a modification of its timeline in order for NCCD to complete the work. Also, NCCD has asked for such modification in order to do that work. His question now is: What's happening?

Fred. Virgilio and Flowers referred to a written explanation given to the Commissioners. He outlined the objectives of that contract and what was complete (not all of it completed) He questioned the claim that there was $37K left of unspent funds for the evaluation of the criteria. The Dept has expended all the funds allocated to this contract ($115K). Comm. Shimko's understanding is that the funds have been expended but that NCCD has not used it all because the contract expired. Virgilio did not reply to this issue.

Bob DeComo, Director of Research, NCCD, said their activities under this contract terminated June of last year. In June he contacted the Dept and asked for a 3rd extension to complete the work. They (NCCD) holds approx. $35K to complete the work, and they want to resume and complete it.

Comm. Breyer summarized: the contract funds have been expended, NCCD has $35K remaining of the contract, unused, and wants to complete the work, but needs to modify the timeline of the contract in order to do it. He suggests that the modification take into account a more appropriate time (of year) when detention criteria could be reviewed ---ie. when detention is up. Comm. Shimko asked this item's relationship to item (D). Is there a desire to do one and not another element of the contract? DeComo said no, that all elements could be done.

Comm. Breyer asked for a confirmation. Does NCCD possess funds to do this work, which were given to it by the Dept., but were not used by NCCD, and can now be used, if the Commission allows a time modification of the original contract? Yes. Comm. Breyer commented that the Commission needs to have input into needs assessment regarding where to go from here. He asked also for some stats. as to the status of the contract (things done, not done).

Comm. Hale asked for a timeline to get started again. DeComo said 30-45 days, and then data collection for 30 days, finally 2-4 wks of analyses. Things then should be ready for implementation phase. Comm. Hale asked if there might need to be more funds expended for a revision of the prior studies done. DeComo said that there could be that possibility, and that they would report to the Commission if this appeared to be true, as they were completing the remaining studies.

D. *Status of NCCD contract to design and implement classification and work load management system.*
(discussion was carried out at the end of item (C).

E. *Status of policy and protocol for undocumented minors.*
Comm. Aramburo is excused from this discussion because of conflict of interest. Flowers referred to a memo arising from a meeting August 12, 1996, between the DA, Public Defender, Probation Dept. and Comm. Aramburo, and said that the Dept. agreed to implement the elements of the memo. There doesn't need to be an agreement of the court. Comm. Breyer understands that this is not the policy now in place. Flowers said that they can put it into effect immediately. Comm. Shimko asked if this referred to undocumented minors being released to their

parents/guardians, but only those for whom a decision has been reached that they don't need to be detained. Flowers spoke off mike and was not clearly heard, but his answer was yes.

Comm. Hale asked if this policy was one which permitted a youth's request for deportation. Comm. Aramburo clarified the term deportation, that this policy is one of voluntary return to place of origin. Comm. Hale's concern is that if a youth chooses to return home via deportation (by INS) then s/he should not be compelled to accept sanctuary. The W&I Code proscribes procedures for most situations that relate to undocumented minors, so this memo in the main addresses pre adjudicated youth, is that correct? Susan Frankel spoke off mike, comments not picked up. Comm. Aramburo said that there are no INS facilities in northern California, and it might take months to process a youth. Her suggestion is to avoid this and utilize the Dept.'s policy of voluntary return.

Public Comment: Charles Rand, PO, is disturbed by some of the recommendations: eg. placement of undocumented youth with adults who are also undocumented. The memo seems to take away the ability of POs to consider the immigration status of the minor or adult. This would appear to conflict with federal immigration law, and this would put the PO, a sworn peace officer, in between federal and local law. On the issue of voluntary probation for undocumented minors, it makes it a required recommendation rather than an available option.

This is not the same for documented minors who are not "guaranteed" that option, so the policy would seem discriminatory. On the shelter issue, such a referral is made with consideration for the potential of flight. 90% of all undocumented youth detentions are for felony drug offenses, and do want to return to their families. Being in a shelter does not prevent them from walking out. There is a current shelter which should be expanded to take more youth (documented and undocumented).

Comm. Breyer asked if this policy wasn't drafted in order to assure equal treatment for undocumented youth? Doesn't the Dept. currently detain youth who do not meet detention criteria, solely because of their undocumented status? He is concerned that this new policy would make POs violate the law. Rand said that there is no objection to recommending the placement of an undocumented youth with a legal resident parent/guardian. Comm. Hale said that making the determination of who is legal or illegal is not the purview of the PO or police. That is the INS's job. Comm. Shimko asked if asking the question is required. Rand said that being a peace officer implies that he inquire.

Rand mentioned another situation involving the INS, and that is when the court orders a youth returned to country of origin, and no parent is found, then the court order can only be carried out via INS. Comm. Breyer does not want a policy which makes each instance a judgment call. It must be consistent.

Susan Frankel commented that the issue regarding voluntary probation being mandated is not the language in the newest version of this memo. Comm. Aramburo also referred to the language in the W&I Code § 654, which clearly makes it mandatory. She also said that some of the POs possibly have a misunderstanding of the law regarding undocumented minors. Court of Appeals law mandates that the undocumented status of a minor is not a consideration for purposes of probation disposition. The process of releasing the minor to the INS is a breach of the minor's right to confidentiality, unless s/he gives that permission.

Comm. Breyer feels that it is not the interest of the Dept. to keep a minor from a caring adult (documented or otherwise). The other larger issues of immigration policy, practice, shouldn't be the central issue in this.

Rand agreed with Comm. Breyer's sentiments regarding appropriate placement of a youth and concern for a parent who can provide, but the issue is whether the PO can legally recommend to the court the placement with someone not legally in the country. Aimee Exnicios: there is an assumption that there is a parent/guardian in the Bay Area or Northern California. There have been many instances where an adult would present fraudulent documents to gain the release of a youth, and then the youth would not be found for a later court date. Many of the youth want to go home and can use this as a "free" ride back.

F. *Status report on aftercare programs for Log Cabin Ranch.*
Fred Virgilio said that there is no difference between what was being done before or after the "aftercare" contract was issued, with the exception of the implementation of the Serious Offender program. One PO is assigned to pick up the ones from Cabin who do not get into the Serious Offender program.

Virgilio reviewed the process of "aftercare" for youth coming out of LCR. First a needs assessment is made of an impending releasee, a program is designed for him, and a PO is assigned to make sure that all elements of that plan are implemented. When the contract was begun with CJCJ to do an aftercare program, the Dept. really didn't experience any significant change in the way things were done for Cabin youth. A caseworker was assigned to LCR when it began, but the population then was in the 30s. Now that it is more than double, it is unrealistic to think a single caseworker could benefit these numbers. Additionally, it didn't lighten the load of the PO, since any violation of the probationer's program demanded the P.O. be on top of things anyway. Aftercare is essentially being provided by the Dept. Gary Harding, PO, supervises LCR grads that aren't in the Serious Offender program. It could be as high as 30-40.

Comm. Breyer expressed the concern over having grads of LCR going back to the community without a support system similar to what happens with Serious Offender probationers. He requested an analysis of the aftercare services given to LCR grads who aren't in the Serious Offender program, over any period of time Virgilio chooses, and have the Program Committee look at it and consider directing funds to community organizations that can assume some of those duties. Comm. Breyer also expressed alarm regarding the delays that sometimes happen in getting LCR grads back into public school.

Virgilio digressed from this discussion to make comments regarding the policy on undocumented youth, commended the Commission and pledged the Dept.'s support of their decisions.

Andrea Shorter, CJCJ, said that they operated the aftercare program with less than what they asked for in the original contract. They have 1 case manager and two people working part time with him, to monitor and intensively supervise youth. The contract has not been renewed. Lonnie Ford, the case manager, said that 23 youth had been planned for, 13 served. The others have gone to SOP. Mr. Ford spoke off mike and so was not picked up clearly. He briefly described different activities undertaken with the referrals.

Comm. Breyer asked about the end of the contract. It is Sept. 15. Ford then said the funding is now being provided by CJCJ. Later Comm. Shimko asked again if the work was being paid for by CJCJ, and Ford said yes.

Comm. Hale reviewed that the contract with CJCJ is expired. Ford said yes. The services have been in place for 11 mos.

Comm. Shimko asked why Aftercare was not in this year's budget. Flowers said that the Commission did not want to extend it and left it out of the budget.
Karen Pierce, Potrero Hill Neighborhood House, ZAP program, said that they do not have the resources to do the things F. Virgilio said community agencies can do. There needs to be support for case management, family reunification, drug treatment.

Comm. Breyer said that he wanted to bring representatives from the schools, courts, the police, the Probation Dept. and Commission, to figure out the problem behind the inability of the courts and Probation Dept.'s discovering that youth are truant from schools quickly. There seems to be a lack of communication among all interested parties that prevents immediate action.
Enola Maxwell, Potrero Hill Neighborhood House agreed.
Comments were made regarding increasing the support to the Omegas.

G. *Status report on Dept.'s long range planning team.*
Flowers said that the committee had just been revived so there was not much to report. Comm. Breyer wanted to know the thoughts coming out of that committee and asked Flowers to explain how this would be communicated to the Commission. Comm. Hale made a point of Flowers taking notes on the specific requests made of him by the Commission, so that he had a record of them and could act immediately without waiting for a list from the Commission's Secretary.

H. *Report on, and discussion about "Out of Sight, Out of Mind" by the Center for Juvenile and Criminal Justice.*
Laurie Schaffner, co author of the report, highlighted some of the findings:
This was a modest community based investigation regarding girls in juvenile justice. A 1992 report showed a severe lack of services to girls in the system. Figures in 1994 showed a 47% increase of girls in the system over 1990 figures (juvenile probation dept. figures). They didn't talk to everybody, but they did talk to enough people. Girls are more likely to commit suicide, have eating disorders, or are subject to sexual abuse. They have many issues that come up in discussions (rape, prostitution, teen parenting, etc.) The report's conclusion is that there needs to be much more service given to girls. The system is set up to treat boys, juvenile justice theory is based on serving boys. There is a dearth of data regarding girls in the system (the probation dept. seems to have a lack of data on girls, or maybe just won't give it out).

Comm. Aramburo commended her for the report. She agreed that a tracking system is needed. Comm. Hale commented that there needs to be quality control around the services and outcomes. Comm. Shimko also thanked her for the report.

VII. *Comments by Commission President.* Pres. Breyer said that this item will be changed to comments by Commissioners.

VIII. *Public Comments.*

Ed Vasgerdsian, Dir. Parenting Skills Program, disappointed that the Commission hasn't mentioned parent or family. He was upset that the Commission has not given much attention to the value of dealing with the family in the rehab. process. and the critical role effective parenting has on delinquency.

Comm. Breyer described the L.A. process of dealing with student truancies. As a condition of a youth's probation they make an option available to their parents of attending parenting classes. He said that interviews with a couple of parents involved in it indicated it was a very worthwhile tool. He commended Ed for his work with parents and assured him that they will be looking more closely at that.
Comm. Aramburo also apologized for not having this discussion earlier.
Comm. Drake and Shimko also commended Ed for his program.
Comm. Hale commented that we need to have a new definition of family. He agreed to the importance of parents in the development of youth.

IX. *Other Business.* None
X. *Adjourned at approx. 10:30pm* into CLOSED SESSION for PUBLIC EMPLOYEE PERFORMANCE EVALUATION, Title: Chief Juvenile Probation Officer, pursuant to government code (Brown Act) § 54957.
XI. *RECONVENED IN OPEN SESSION* at approx. 11:40pm
XII. There was no report so the Commission adjourned at approx. 11:45pm

JUVENILE PROBATION COMMISSION

August 19, 1996

The Agenda of this meeting is missing.

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City and County of San Francisco
Juvenile Probation Commission

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Minutes of the August 19, 1996 Meeting of the Juvenile Probation Commission

I. The meeting was convened at 5:00 pm in closed session from recess of Wedneday, August 14, 1996 Comms. Breyer, Shimko, Aramburo, Hale, Drake present.

II. Reconvened in open session at 6:03 pm.
The Commission voted not to disclose what was discussed in closed session.

Comm. Breyer stated that he had received Chief Flower's letter of resignation prior to the meeting, and that it would be effective 8/30/96. He expressed his appreciation of Flowers' term of service and wished him well. Comm. Breyer will notice the public of the process for selecting an interim replacement.

There was no public comment.

III. The meeting was adjourned at 6:07 pm.

Terry Landini-Brennan, President
Frank L. Cook, Vice President
Charles R. Breyer, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner
Anna C. Shimko, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

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NOTICE OF SPECIAL CLOSED MEETING of the San Francisco Juvenile Probation Commission

Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, Ca 94127

5:30 PM, Monday, August 26, 1996

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AGENDA

I. Roll Call

II. CONVENE IN CLOSED SESSION (pursuant to govt. code § 54957)
PUBLIC EMPLOYEE APPOINTMENT/HIRING
Position: Interim Chief Juvenile Probation Officer

III. RECONVENE IN OPEN SESSION and vote whether or not to report on any discussion held in closed session.

IV. Public Comment

V. Adjournment to Wednesday August 28, at 5:30pm.

August 21, 1996

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City and County of San Francisco
Juvenile Probation Commission

MINUTES OF AUGUST 26, 1996 SPECIAL CLOSED MEETING of the San Francisco Juvenile Probation Commission

I. *The meeting was convened at 5:44 pm* by President Breyer. Comms. Shimko, Salarno, Hale, Drake, and Aramburo were present.

Before going into executive session, Comm. Breyer commented on the embezzlement incident. He was informed on Friday, the 23rd, that embezzlement had occurred. The estimate is hundreds of thousands of dollars. There is an investigation in progress. Comm. Breyer wants the Chief to prepare a report to the Commission describing what controls were in place and how such an action can be taken. Also in that report should be recommendations for what needs to be put in place to prevent any future occurrence of theft. Comm. Hale wanted to know where the money was that was taken, and how the controls in an annual audit failed. If there is an annual audit. Comm. Aramburo wanted to know about the status of the criminal investigation. Comm. Breyer said the DA was still looking into it. He said the police dept was notified on the 19th of Aug. That the Chief was notified on the 16th, and that it was only $1600. He notified the police on the next Monday, and that's when it was discovered that the amount far exceeded that amount.

II. *The meeting was adjourned to closed session at 5:50 pm.*

III. *The meeting was reconvened in open session at 10:30 pm.*
Comm. Breyer stated that Comm. Salarno had to leave before reconvening into open session but that she had fully participated in the closed sesssion.
The members voted to not report on any discussion held in closed session.

IV. *Public Comments.* None

V. *The meeting was adjourned at 10:32 pm.*

Terry Landini-Brennan, President
Frank L. Cook, Vice President
Charles R. Breyer, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner
Anna C. Shimko, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

NOTICE OF CONTINUATION OF SPECIAL CLOSED MEETING of the San Francisco Juvenile Probation Commission

Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, Ca 94127

5:30 PM, Wednesday, August 28, 1996 ok copy made

AGENDA

I. Roll Call

II. RECONVENE IN CLOSED SESSION (pursuant to govt. code § 54957)
PUBLIC EMPLOYEE APPOINTMENT/HIRING
Position: Interim Chief Juvenile Probation Officer

III. RECONVENE IN OPEN SESSION and vote whether or not to report on the discussion held in closed session, and any decisions reached.

IV. Public Comment.

V. Adjournment

August 21, 1996

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NOTICE. The August 28th closed meeting of the Juvenile Probation Commission, previously announced, has been canceled. The Commission apologizes for any inconvenience this may have caused.

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NOTICE OF REGULAR MONTHLY MEETING
of the San Francisco Juvenile Probation Commission

Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, Ca 94127

5:30 PM, Wednesday, Sept. 11, 1996

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AGENDA

I. Roll Call
II. Review of August 14, 1996 meeting minutes
III. Chief Probation Officer's Report.
IV. Action Items:
  A. Consideration of possible action on National Center for Crime and Delinquency contract extension.
  B. Consideration of possible action on Memorandum Of Understanding with Dept. of Public Health regarding Special Programs for Youth services in the Dept.
V. Discussion Items:
  A. Dept's full report on modular girls' unit.
  B. Dept's report on long range planning committee's work to date.
  C. Dept's report on the status of the criminal investigation concerning alleged embezzlement of Dept. funds.
  D. Dept's report on the fiscal processes and controls.
VI. Comments by Commissioners.
VII. Public Comments.
VIII. Other Business.
IX. Adjournment

Sept. 3, 1996

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City and County of San Francisco
Juvenile Probation Commission

MINUTES OF SEPTEMBER 11, 1996 REGULAR MONTHLY MEETING of the San Francisco Juvenile Probation Commission

I. *The meeting was convened at 5:50pm.* by Comm. Breyer. Comms. Shimko, Aramburo, Hale, Drake were present. Comm. Salarno was excused.

II. *The minutes of the August 14, 1996 meeting were adopted as written.*

III. *Chief Probation Officer's Report.*
Rudy Smith referred to two packets of information given to the Commissioners, one at the beginning of the meeting. He specifically referred to a memo in the second packet regarding the ongoing investigation of the embezzlement incident. Comm. Breyer asked if anyone from the Controller's Office been in the Dept to do an audit? Yes. Only the Controller's? The answer tableduntil the (closed) meeting. Smith pointed out the report on detention, and population characteristics report. Comm. Shimko asked about the weekend intake project. It is apparently working well. An average of 6-8 young people are released during the weekend who would otherwise be kept in until Monday or Tuesday.

Smith also commended Johnny Miller, Director of LCR. for the managerial excellence honor given to him. The Commission also commended Miller.

IV. Action Items:

A. *Consideration of possible action on National Center for Crime and Delinquency contract extension.*
Comm. Breyer referred to the memo from Melinda Mills regarding the request for the extension. She said that the Dept has paid NCCD money for which services have yet to be provided. In order for them to complete the work, an extension needs to be approved, which does not involve any further exchange of funds. The letter (dated the day of the meeting) from B. Krisberg (copies passed out to the Commissioners at the meeting) outlines the services to be provided. Comm. Shimko asked if this needed Commission action. Mills said she'd have to ask Ace Tago. Yes.

Comm. Drake asked how a payment could be made for services not provided. Mills explained it as a communications problem between the Dept and the contractor. Comm. Shimko asked for a re examination of how the Dept. pays contracts. This was echoed by Comm. Breyer. Comm. Hale wanted a clarification of what was invoiced and paid. Comm. Drake and Comm. Shimko said that the Dept needs much better follow up on how a contract is processed.

Comm. Hale asked what the exact proposal for modification is. Comm. Breyer referred to the letter they just received.

Comm. Drake moved to approve the language of the modification/extension. Comm. Hale seconded. Comm. Arámburo asked if there was a timeline on the extension? Mills said they would provide a timeline (but none was on hand). Comm. Shimko questioned the new language as a replacement of the original language, and she was not of this understanding. She wanted to make sure that the remaining work is the same as what was awarded for in the original contract. Mills could not say for sure that what was proposed now is the same as what was originally contracted. Comm. Breyer recounted his understanding of the work on detention criteria, to be done during Sept.-Dec., a time where population generally increases.

Comm. Hale asked the Chief to place all requests for future actions, on separate sheets. It was decided that Mr. DeComo come to the next mtg and explain specifically the new provisions in their request. Comm. Drake amended her original motion to make this request. Any action on the extension will be tabled until the next meeting.

Public comment:
Micheal Fuller commended the Commission on its dealing with the NCCD issue. He raised the question of getting a refund from NCCD of the funds in their possession which should return to the Dept, until service is provided. He also mentioned the questionable integrity of the organization, in his estimation, and asked the Commission to reconsider its desire to do business with them.

Comm. Breyer said that it was not a pre cast decision that once the materials are given the Commission, an extension of the contract would ensue. He included the potential of other options. He asked S. Frankel to review the contract to get a better understanding of both the original and modified workplans. Melinda Mills says that DeComo has offered to return the unused funds. Comm. Breyer said that this is certainly a potential.

B. *Consideration of possible action on Memorandum Of Understanding with Dept. of Public Health regarding Special Programs for Youth services in the Dept.*
Comm. Drake asked if this most recent document is different from the previous ones. Mtambuzi said that the elimination of certain names (eg. Hidden Valley, the Chief's name).
Comm. Hale moved to accept the MOU, Comm. Arámburo seconded. Mtambuzi says that this is a contract to be signed off. He said it was brought to the Commission months ago and has languished in front of the Commission (for whatever reason) for a long time now.

Mtambuzi went over the sections of the contract. They are essentially the same as in previous versions of the draft. Comm. Breyer asked about the effectiveness of the interdisciplinary meetings. Mtambuzi said sometimes well, sometimes not so well. They are held everyday. Comm. Breyer asked what processes are used to make things work better. Mtambuzi said that when communications are open between the two depts, then it could work better. Comm. Breyer said that when lines of communication are not working well, then the Commission wants to know about it, and that would be the responsibility of Mtambuzi to report that.

Comm. Hale asked Mtambuzi to have the Suicide Prevention Coordinator be present at the next Commission meeting. He also asked that an inclusion in language be made that clearly spells out the final authority of the Chief Probation Officer over the care of any youth in the custody of the Courts. Mtambuzi offered to include a line that said that any incident not covered in the MOU or manuals, which relate to juvenile probation dept and not health care issues are the sole responsibility of the CPO. But the health care issues are the responsibility of the health authority.

Comm. Hale mentioned instances that health care providers don't respond, and in such instances, then it should be the responsibility of the CPO to act in appropriate ways to serve the need of the youth. Mtambuzi said that he could acknowledge this in the MOU. Comm. Shimko's concern is that the health providers are the specifically trained individuals responsible for health issues. She wanted it to be clear that the health dept is responsible for the provision of medical services 24 hrs a day, and needs to be responsive to the calls from Probation Dept staff for such services. She mentioned an incident where a suicidal female detainee was not able to get medical attention in a responsive manner.

Mtambuzi said he couldn't comment on a situation he hadn't heard about. Comm. Arámburo asked if SPY helps a youth get services through a private provider for ongoing conditions. Mtambuzi said that the PO coordinates getting services to the youth not provided by SPY. Mtambuzi was asked how frequent youth express suicidal actions/thoughts in the hall. He guessed 8 times a month. or 6-14, including thoughts/actions. Comm. Breyer wanted to know what is done to follow up on such youth. **On the motion to accept the language in the MOU with SPY, the question was called. The vote was unanimous (5-0) in favor. The motion carried.**

V. Discussion Items:

A. *Dept's full report on modular girls' unit.*

There was a letter given to the Commission regarding the cost of setting up a modular structure for use as an additional girls' unit. The cost is approx. $900K.
Question: even if it is a good idea, is the money there? A. Tago said that the Dept. does not have a line item in the budget to pay for this. Comm. Shimko wanted to know the process that took place to get this estimate. Tago said that only one company responded to their exploration. Comm. Shimko asked if there were other figures available: eg. would it be cheaper if smaller. Yes. Are there other alternatives to this concept? Tago: HVR?

Comm. Breyer asked Comm. Hale to take this issue up in the Facilities Committee. Comm. Arámburo also expressed her concern over the need for another unit, given some of the detention information she reviewed (one case where a young lady was in for about 55 days for a "simple" offense. Judy Griffin did not have details regarding the case Comm. Arámburo mentioned, but said she'd look into it.

Comm. Drake asked the Chief to come up with some options to this proposal (modular unit), including where the funds can come from, and have it ready by the first Facilities Committee meeting.

Comm. Breyer also asked the Dept. to have regular reports of the overcrowding (specifically double bunking) as it occurs, and not wait for the monthly meetings of the Commission.

Public Comment:

Peter Bull: commented that the cost of the portable unit is one thing but the operational costs is something like 3/4 of a million per year. Look into keeping the girls somewhere where an AFDC reimbursement is available to the City.

Michelle Magee, Youth Advocates, said that the proposal does not represent a fully thought out plan. What about using group homes, or home based supervision?

B. *Dept's report on long range planning committee's work to date.*

Rudy Smith said that the Commission will be kept informed on a monthly basis. Comm. Breyer stated that he believes that the Dept. needs to think about where it is going, and how it is going to get there. He feels this is a very important committee which should come up with a vision and a plan, a concrete plan, to be taken out to the general community for their input. There needs to be a full dialog to make an organized effort work, rather than just putting bandaids on the problem.

This committee is not to be a foggy talk group. It needs to come up with detailed plans and proposals, written. It has to stimulate the desire to move ahead, and anyone who wants to contribute to this needs to be included.

Comm. Drake also asked for a timeline and a date at which a report will be presented to the Commission. Comm. Hale asked for the inclusion of different employees (from older to younger staff, and support staff).

C. *Dept's report on the status of the criminal investigation concerning alleged embezzlement of Dept. funds.*
This was already given by the Chief in the Dept.'s materials.

D. *Dept's report on the fiscal processes and controls.*
There was a written report provided by the Dept. to the Commissioners outlining the processes now being followed in regards to petty fund reimbursements. Much of this has been proscribed by recent orders of the Controller's office.

Comm. Breyer asked Tago if there were any other fiscal control problems other than the embezzlement case. No. Comm. Breyer commented that the incident of embezzlement does not reflect negatively on the other staff who are not involved in it. He also mentioned that there will be a closed session to discuss this issue in depth.

Comm. Arámburo asked about the fiscal controls around the security of minors' possessions. Tago said that the person admitting the minor would take an inventory of the minor's possession, put them in a bag, give the minor a receipt to sign, and the receipt is put into a drop safe in juvenile hall. The next day a staff from business office would remove the envelopes, count cash, reseal the envelopes, bring cash back to business office and deposit in the Dept.'s bank account. If the youth is released before the cash manages to be deposited in the bank, it will be returned to the minor. If this is not possible, then the minor is sent a refund check at a later date.

Comm. Hale asked if the Dept undergoes an annual audit. Tago said the Dept has not had any audit since 1988 when the revolving fund was audited by the Controller's Office.

Public Comment:
Maureen McClendon: said she called the Controller's Office in 1994 to do an audit of the Dept. and was told they didn't have the funds to do this. She also mentioned the OT problem in juvenile hall.

Dan MacAlair talked about a Chronicle article regarding money taken from youth detained in the hall. Was there an investigation done on this missing money? What actions were taken? Griffin said she was not sure exactly when, but shortly before Dec. 94, she and Mr Tago discussed this issue. She was not comfortable with the procedures being followed, so she asked the Controller's office to do an audit of the process and recommend what needed to be done. The procedure recommended by the Controller was the one described by Tago. The missing money? The Dept. could not determine who did it, a number of people had access. Some of the missing money was not really missing, just lacking documentation of where it was. Any missing funds were returned to the minors. In a 10 year period, about $3000. was missing. Comm. Breyer asked if any more losses have occurred since the "new" controls were instituted. No. the controls were instituted April of this year.

Micheal Fuller: suggested the Commissioners look at the procedures, and ask some kids what they think of the process.
In regards to Comm. Breyer's question regarding any other fiscal processes and controls that are questionable, he suggested the Commission review the Juvenile Justice Commission's report a couple of years ago regarding the procedures by which counselors were paid (the recording of time, etc.) He is not aware of any improvement made to that system which makes it any more credible now.

Ngachie: a counselor, disagreed with the statements of Maureen McClendon regarding the OT, and Fuller. Comm. Breyer clarified that the question was not whether people were paid too much, just if the process is accountable.

Comm. Shimko asked when this Dept. gets audited? Tago: it's up to the Controller. S. Frankel said she thinks the charter mandates it annually.

VI. *Comments by Commissioners.*
Comm. Breyer asks to have all the materials earlier than the meeting.
Comm. Arámburo commended Johnny Miller on his award. She asked if all minors sent to LCR are on a yearlong program. Early release is 9 mos, at the earliest.
Comm. Breyer asked what was expected of the Commission regarding the document on AB 1483 funds. Rudy Smith said that they were hoping the Commission would approve it. Question: is there a deadline for action on this? No. Only in as far as current programs depleting their current funds (from AB 799) need to be continued, and this is the source of continued funding.

Comm. Hale asked for more information on the diversion programs of the Dept. He wanted the recidivism rate of those who complete, and the school attendance record of those who complete.
He also talked about his trying experience teaching a class at Martin Luther King Middle School. He encouraged everyone to try it, to see how important the role of teacher/guide is.

VII. *Public Comments.* None
VIII. *Other Business.* None
IX. The meeting was adjourned at 8:00pm.

MINUTES OF SEPTEMBER 11, 1996 SPECIAL CLOSED MEETING of the San Francisco Juvenile Probation Commission

I. The meeting was convened at 8:22 pm Comms. Breyer, Shimko, Aramburo, Drake, Hale were present. Comm. Salarno was excused. President Breyer announced the beginning of the closed session.

II. IN CLOSED SESSION: (pursuant to govt. code § 54956.9(B))

III. IN OPEN SESSION : The meeting was reconvened in open session at 8:50pm. Comm. Hale moved not to disclose the substnce of the discussion held in closed session. The commissioners voted unanimously not to disclose.

IV. Public Comment None.
V. The meeting was adjourned at 8:51pm

Charles R. Breyer, President
Anna C. Shimko, Vice President
Eleazar Arámburo, Commissioner
Brenda Jackson Drake, Commissioner
Damone Hale, Commissioner
Harriet C. Salarno, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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NOTICE OF SPECIAL CLOSED MEETING
of the San Francisco Juvenile Probation Commission
immediately following the conclusion of the regular Commission meeting

Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, Ca 94127

Wednesday, September 11, 1996

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AGENDA

I. Roll Call

II. CONVENE IN CLOSED SESSION (pursuant to govt. code § 54957)
PUBLIC EMPLOYEE APPOINTMENT/HIRING
Position: Interim Chief Juvenile Probation Officer

III. RECONVENE IN OPEN SESSION and vote whether or not to report on any discussion held in closed session.

IV. Public Comment

V. Adjournment.

September 9, 1996

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City and County of San Francisco
Juvenile Probation Commission

/11/96
Special (2nd)
closed

MINUTES OF SEPTEMBER 11, 1996 SPECIAL CLOSED MEETING
of the San Francisco Juvenile Probation Commission

I. The meeting was convened at 8:52 pm. Comms. Breyer, Shimko, Drake, Hale, Aramburo were present. Comm. Salarno was excused. President Breyer announced the Commission was going into closed session to discuss the hiring of an interim Chief.

II. IN CLOSED SESSION: (pursuant to govt. code § 54957)

III. IN OPEN SESSION: The Commission reconvened in open session at 10:20 pm and Comm. Hale moved not to disclose the discussion held in closed session. The commissioners voted unanimously not to disclose.

IV. Public Comment None.
V. The meeting was adjourned at 10:21 pm.

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CHARLES R. BREYER, President
ANNA C. SHIMKO, Vice President
ELEAZAR ARÁMBURO, Commissioner
REV. HARRY CHUCK, Commissioner
NDA JACKSON DRAKE, Commissioner
MONE HALE, Commissioner
HARRIET C. SALARNO, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MONTHLY MEETING
of the San Francisco Juvenile Probation Commission

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/9/96

Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, Ca 94127

5:30 PM, Wednesday, October 9, 1996

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AGENDA

I. Roll Call
II. Review of Sept. 11, 1996 meeting minutes
III. Chief Probation Officer's Report.
IV. Action Items:
    A. Consideration and possible action to change rules concerning eligibility of youth for participation in Serious Offender Program.
    B. Consideration and possible action to contract for Log Cabin Ranch aftercare services
    C. Consideration and possible action on the allocation of $50,000 for evaluation of community programs.
    D. Resolution asking for a fiscal audit by the Controller's Office.
    E. Consideration and possible action on Dept.'s request to spend AB 1483 funds for Log Cabin Ranch.
    F. Consideration of and possible action on resolution re: entering into contract with Golden Gate Genealogy for recovery of assets left to YGC.

V. Discussion Items:
    A. Presentation by the Suicide Prevention Coordinator from Special Programs for Youth

VI. Comments by Commissioners.
VII. Public Comments.
VIII. Other Business.
IX. Adjournment

(note: If there are documents related to agenda items, they will be available in Probation Commission office for public review on Monday, Oct. 7. Call to make arrangements)

Oct. 2, 1996

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JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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MINUTES OF OCTOBER 9, 1996 REGULAR MONTHLY MEETING of the San Francisco Juvenile Probation Commission

I. *The meeting was called to order at 5:48 pm.* All commissioners were present, except for Rev. Harry Chuck, who was excused. Comm. Breyer acknowledged that Rev. Harry Chuck has been appointed to the final spot on the commission, replacing Eugene DeMartini, welcomed him to the Commission and assigned him to the Facilities Committee.

II. *Meeting minutes of Sept. 11, 1996 were adopted as written.*

III. *Chief Probation Officer's Report.*
Rudy Smith referred to the stats in the package of materials given to the Commissioners at the mtg, showing population size, and other characteristics. He asked Johnny Miller, Dir. of LCR, to make a report. Miller outlined the problems at LCR regarding introduction of drugs to the Ranch. To deal with this, they want to use Hidden Valley Ranch as a visitors' site, which would "isolate" that possibility --youth could be searched before returning to LCR. Additionally, Miller said that they would like to use the gym at HVR for indoor recreation when the rains/storms begin. Additionally, he would use the dorm to house staff who choose to stay overnight, rather than commuting back home any particular night.
Comm. Breyer didn't have a problem with the temporary use of HVR for these purposes, but reminded the staff that this was not the intended long term use for the facility, and asked them to continue thinking about what HVR should be for.
Comm. Hale was not fully convinced that there was a need to use HVR for visitors as a solution to the drug problem. Everyone could be thoroughly searched when they are at LCR. He raised the issue of liability for staff staying over, or for visitors/youth at HVR. Comm. Shimko asked what the rules were for who can visit. Ans. any parent/legal guardian, children over 12 yrs, and others over 21 yrs. Comm. Shimko asked if there were youth at LCR with children. Yes. And if the mother of those children is not over 21 yrs, she is not allowed to visit (and apparently if the children are not 12yrs they cannot be there either. Comm. Shimko asked who set the rules on this? Miller did not answer that question. Comm. Shimko commented that it seemed odd to refuse visiting by such family in view of the Dept's stated opinion that family reunification is so important. Comm. Breyer echoed the question. Staff did not have a suggested solution. Comm. Shimko said that the Dept. could make rule changes without a "grant" and that she would like to see them do this to allow such visiting. Comm. Hale asked about the grant. Cheyenne Bell gave an introduction to the Board of Corrections grant program which would work with teen parents. This Dept. decided to work with teen fathers at LCR. Comm. Hale asked how grant proposals for the Dept are made to be more effective for "our" kids. Bell said that this program is very restricted with specific demands.

IV. Action Items: Taken out of order
   D. *Resolution asking for a fiscal audit by the Controller's Office.*
   Comm. Breyer read the resolution. Comm. Shimko moved to adopt, with Comm. Hale seconding. There was no discussion. **The question was called, and it was adopted unanimously.**

   F. *Consideration of and possible action on resolution re: entering into contract with Golden Gate Genealogy for recovery of assets left to YGC.*
   Susan Frankel said that Golden Gate Genealogy called her and said that they had found assets due the Dept. (some portion of $80K), and that this contract would give GGG 10%

of any funds recovered by them. Comm. Hale moved, and Comm. Shimko seconded. There was no discussion. **The question was called and it was adopted unanimously.**

A. *Consideration and possible action to change rules concerning eligibility of youth for participation in Serious Offender Program.*
Comm. Shimko reported some of the discussion from the Program Committee, and that no action was taken in committee, waiting for a Dept. report and recommendations for any possible changes and the impact of such changes. This will be revisited at the next Committee mtg. Comm. Hale asked to know what the current criteria is, what is the profile of the youth in the program, and the thoughts of the Dept on expanding the program. His concern is that some kids (who may not be so "serious") use it has a "badge of honor" and act in an effected manner because of it. Comm. Shimko said her understanding is that a youth needs to be adjudicated for a violent felony or weapons charge in order to be in SOP. Comm. Arámburo asked about the age of participants. Mills said that from now on, there will not be youth in SOP who are not of that criteria, if there were in the past.

Comm. Breyer welcomed Melinda Mills as the newly appointed interim Dir. of Probation Services.

Comm. Salarno had to be excused from the meeting at this point. (6:20 pm)

C. *Consideration and possible action on the allocation of $50,000 for evaluation of community programs.*
Comm. Shimko mentioned that this was also put over until the next committee mtg so that discussion with the Mayor's office could continue to see if a larger effort could be undertaken where the evaluation of the Dept.'s community programs along with work toward a "masterplan" for criminal justice. Comm. Hale and Comm. Drake expressed concerns for the potential problems that can arise from lofty masterplans without a practical application. Comm. Shimko mentioned the potential for government funds to set up a local action plan.
Public Comment
Yori Wada commented that evaluations of community programs is not enough, there need to be evaluations of the Dept.'s activities. Evaluations are not that expensive to do. He suggested various possibilities: Graduate schools of local universities, using grad students. Some arrangements should be able to be worked out. He commented also on the discussion of the SOP. He thought every youth coming into the system has an assessment done, and that it was used to determine if a youngster was appropriate for the SOP. Comm. Breyer reviewed that the $50K is intended to be used for an evaluation, not just of community based programming, but as a part of a larger evaluation of other things. This will be done in conjunction with the Mayor's office, and should address Yori's issues. Darwin Farrar, Coleman's Advocates, spoke about SOP. He read from a list of activities that PO's are supposed to do in the SOP. He doubted that all this was being done with all youth in the program. Cheyenne Bell said that merging the $50K for evaluation into the Bd of Corrections grant would not work, either logistically or programmatically. Lonnie Ford of the CJCJ aftercare program, expressed a lot of frustration from his work with the program's youths, and with Dept. staff who don't do what they are supposed to be doing. Comm. Shimko reiterated that the Prog. Comm. asked the Dept. to report on both youth who go into aftercare and those in the SOP and make a distinction between the two because there is the option of not having SOP take any aftercare youth. Ronald Hatter, Potrero Hill Neighborhood House, disturbed by news accounts questioning the efficacy of community programs. He repeated others' feelings

that evaluations need to be of all elements (in and out of the Dept). Micheal Fuller, commented that all the back and forth charges leaves a big void in the discussion, and that is the courts. He said that without the participation of the court, true reform is not possible.

B. *Consideration and possible action to contract for Log Cabin Ranch aftercare services*
Comm. Shimko reported that this is also being put over to the next committee mtg, to review the Dept's report. In the interim, the Dept. will have to provide some sort of aftercare while awaiting for a decision to recontract for such services. Comm. Hale asked the Dept. how it got to this point, where funding came to an end and the Dept was not positioned to continue it without interruption. Cheyenne Bell stated the previous commission decided to cut the funding for aftercare. Comm. Hale expressed concern for staff morale. He said that there needs to be a serious look at workload distribution among staff so that no area of service, no particular staff, suffers.Comm. Drake said that without an effective aftercare program, there is the great possibility that everything done in the Dept is undermined. She asked for an update on the staff requisitions. Rudy Smith said that the requisitions were released, but exact dates for hire are not known. Comm. Shimko asked about the affect on staffing due to retirement. Griffin said they are now looking at all those upcoming retirements. Comm. Breyer emphasized that the Dept. follow strictly the rules for allowable time off (not taking non allowed sick time, etc.). Comm. Hale asked about vacation accrual policy. Griffin said city policy is max. at 2.5 mos. Comm. Arámburo asked how many in the Dept. will be retiring soon. Griffin estimated 10 in the next 1.5 yrs, but wasn't sure.

E. *Consideration and possible action on Dept.'s request to spend AB 1483 funds for Log Cabin Ranch.*
Comm. Breyer outlined his understanding that AB 1483 funds is available for support of aftercare. He further outlined some of the Dept's requested services/programs that would be underwritten by these funds. He hypothesized a version of allocations that differed from the amounts asked by the Dept. but which allowed for about $100K for support of aftercare activities. Johnny Miller was torn between having the funds for aftercare and not all the funds for the ranch programs. Comm. Hale commented that the intent of setting some funds aside for aftercare is to make it possible for the continuum of services (while at LCR and after) to continue. Comm. Shimko asked why these programs were not put into the LCR annual budget. Miller said he hoped a grantwriter could bring in money to continue them. Comm. Shimko asked if they had an evaluation of the effectiveness of these programs to be able to get grants for them. Miller said it would take another year to determine the success of these programs. Comm. Shimko asked if the staff had set the programs with the certainty that the programs were providing the skills necessary to get them to the next step (eg. into the union programs). Miller said that his personal assessment of the youths' needs in March 95 determined the kinds of programs they proposed. Comm. Arámburo noted the number of graduations and no failures from LCR that she had seen. Comm. Drake felt that from what she could see at LCR, outside funders would be interested in supporting it. But, for this fund, there is a need to set some aside for aftercare. Comm. Arámburo asked if LCR graduates are assigned a PO. Yes, depending on how much time is left on the probation term. Comm. Drake asked why the SFUSD doesn't do a GED program. Miller says they do. Comm. Hale listed all kinds of resources that could provide services to LCR (eg. 'Second Chance', Upward Bound, university student groups). He also asked whether the vocational programs at the ranch were tracking the youth ---what about other 'professions?' Miller responded to the question of getting volunteers, saying they couldn't get them. Comm. Breyer asked for a motion. Comm. Shimko moved to use the AB 1483 funds as follows: life management skills programs: $73,320; Facility restoration projects (lines 4-8 in budget) $99,821; and

the vocational programs: $200,000; reserving $99,068 for the Commission to disburse at a later date. Comm. Hale seconded. Comm. Arámburo asked what affect this reduction would have on LCR. ans: less rehab. of the facilities.

Public Comment:

James Jackson spoke in support of more ranch programs.He emphasized the need to develop the motivation of the youth, and that needs more programs. Cheyenne Bell questioned the legality of the Commission using AB 1483 funds for aftercare. Comm. Breyer responded that if it really turns out that it is not allowable, then the Commission will come back. Comm. Shimko asked if there was a time limit on spending the funds. ans: No. Dan MacAllair said the Dept is lacking in imagination in dealing with current programs. He says that there is still a supposition that current programs (in the Dept) are basically good. Comm. Breyer denied any assumptions being made regarding effectiveness of programs. He again emphasized that they will be looking into the effectiveness of everything in the system, but that this isn't based on the need or desire to stop activities entirely until that is done. Comm. Hale said he would rather have seen a rationale presented by the Dept. for why they chose the programs they chose. He will not be accepting that kind of proposal again. MacAllair spoke about the way they provided services to kids in the District of Columbia, via a voucher system. Johnny Miller had no knowledge of this process. Comm. Hale suggested they talk. There was no further discussion. **The question was called. The motion was adopted unanimously.**

The meeting was recessed for 10 minutes.

V. Discussion Items:

A. *Presentation by the Suicide Prevention Coordinator from Special Programs for Youth*

Comm. Breyer referred to the Juvenile Justice Commission, regarding the suicide of minor Aldo M. It raises very important matters, and asked the Dept. to report on the protocols recommended by the report. He asked Comm. Hale to head up this issue in the Facilities Committee. He mentioned various organizations which have contacted him about their services and offered to review the report and work with the Commission and Dept. on suggestions for change. Comm. Breyer turned over the meeting to Comm. Hale. Comm. Hale began by saying that the Dept and SPY are not responsible for the suicide of this youth. He said further that when policy is set which promises certain services to the youth, then those promises must be met, no more, no less. He said that everyone talked to did what they thought was right. But it was apparent that "we" did not do "our best" and fulfill those promises of service. We need to make sure this never happens again. Comm. Hale asked for Dr. Lewis and Mtambuzi to explain what they would or will do in light of a recent attempted suicide (in Sept). Comm. Hale asked Mtambuzi to prepare a response to the report at the next Facilities Committee mtg. Mtambuzi stated that his understanding was that the Commission wanted him to bring the suicide prevention coordinator to this meeting to answer questions regarding the suicide prevention plan as in place. Dr. Lewis has been the psychiatrist here since 1987. Essentially he has been the suicide prevention coordinator since then, even if not formally named at times. The suicide prevention plan (which he wrote) is in place and successful. In answer to Comm. Hale's question, he said he couldn't quote the policy verbatim, but that he is familiar with its intent. He said the primary tool is the suicide review conference, but it is not a formal conference. It is included in the normal two meetings per day with key personnel in the Dept. This incident was taken up at one of those meetings (Dr. Lewis was out of town at the time). Mtambuzi has looked into the allegations that response was less than timely and found logical explanations for those allegations. Comm. Hale said various questions needed answering at the next Facilities Committee mtg. 1) there was no counseling given this youth, 2) questionable whether assessment was done, 3) important protocols on such incidents are not posted in all units. 4) no conference held regarding the attempted suicide of Aldo M. 5) no documentation that the event was ever discussed. 6) no protocols for POs has been developed, 7) POs need training in prevention and intervention. Mtambuzi said he wants everyone on his staff to know the policies. He said JH staff has had at least 2 trainings. They are developing a training schedule for anyone who has contact with youth (he mentioned many different groups of people within the building). Comm. Arámburo asked what the coordination was between SPY and group homes to insure proper services are given to youth like Aldo. Mtambuzi said they have none. Comm. Arámburo asked if group homes have access to probation dept. reports on the youth in their care. Dr. Lewis presumed that group homes have their own mental health consultant to do such work. His understanding that all relevant information regarding any ward is given to the group home upon contracting their use. Comm. Hale said that the PO is responsible for determining proper placement choice. Health records of youth are not shared with POs, without specific release authorization by youth. Now, there is a plan to allow the youth to sign a release authorization, at the time of admission. That is only voluntary. Comm. Shimko commented that without such important information (re. mental health, etc.) then any plan for services is sorely lacking and possibly erroneous. Mtambuzi said that if a youth had special needs, then that would be the 'province' of the probation dept. to make sure those needs were being attended to. (the sharing of information occurs in the MDT meeting, but even this is proscribed by certain confidentiality laws). Comm. Breyer said it would be useful to hear a response from the Dept. as to procedures to be followed in such cases as Aldo M. Mtambuzi said that he will be meeting with the Dept. to come up with a joint response to the report.

VI. *Comments by Commissioners.*

Comm. Arámburo commended Comm. Hale for the Aldo M. report.
Comm. Hale mentioned that a member of the public called him to express a concern for the appearance of the W buildings..... paint, etc. he also said that a Dept staff is concerned that the YGC buildings are not family friendly, with poor signage so people cannot find where they need to go and how to get there. They will take this up in the Facilities Committee.

Comm. Breyer announced the unfortunate passing of *Probation Officer Peter Timoney*, a longtime member of the Dept., and the services to be held for him. *He asked that the Commission meeting be adjourned in his memory.*

VII. *Public Comments.* none
VIII. *Other Business.* *none*
IX. *The meeting was adjourned at 8:14 pm.*

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

CHARLES R. BREYER, President
ANNA C. SHIMKO, Vice President
ELEAZAR ARÁMBURO, Commissioner
REV. HARRY CHUCK, Commissioner
BRENDA JACKSON DRAKE, Commissioner
DAMONE HALE, Commissioner
HARRIET C. SALARNO, Commissioner

RUDY N. SMITH
Chief Juvenile Probation Officer

NOTICE OF REGULAR MONTHLY MEETING AND SPECIAL CLOSED MEETING

to discuss personnel matters
immediately following the conclusion of
the regular Commission meeting

9

Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, Ca 94127
5:30 PM, Wednesday, November 13, 1996

/13/96

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AGENDA

I. Roll Call
II. Review of Oct. 9, 1996 meeting minutes
III. Chief Probation Officer's Report.
IV. Action Items:
   A. Review with possible action to approve or reject Program Committee recommendations for aftercare services.
   B. Proposals and possible selection of a community site to hold the December Commission meeting, as laid out in the Commission's Rules.
   C. Action to approve or reject Facilities Comm. recommendations on use of remaining funds (from National Center for Crime and Delinquency contract) for completion of workload study, etc.
   D. Action to approve or reject recommendation of Program Committee on allocation of the $50K set aside, for evaluation of community based programs.

V. Discussion Items:
   A. Presentation by Linda Connelly & Assoc. regarding electronic monitoring services.
   B. Juvenile Justice Commission report on Aldo M.
   C. Potential for a two day retreat for Commissioners for training and goals setting
   D. Current status of staffing/hiring and projected workloads.
   E. Report on the Dept's Affirmative Action Plan.
   F. Presentation of the Dept's proposal for operating a co-ed unit in Juvenile Hall.

VI. Comments by Commissioners.
VII. Public Comments.
VIII. Other Business.
IX. Adjourn into closed session

X. Convene in Closed Session (pursuant to govt. code § 54957)
to discuss Public Employee Employment, Evaluation, Discipline
Positions: Dept. Management positions (Deputy Chief Probation Officer, Director of Probation Services, Finance Director, Director of Community Programs, Director of Juvenile Hall, Director of Log Cabin Ranch, Dir. of Personnel)

XI. Reconvene in Open Session to vote on disclosure of discussion in closed session.
XII. Public Comments.
XIII. Adjournment.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF NOV. 13, 1996 REGULAR MONTHLY MEETING AND SPECIAL CLOSED MEETING

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of the San Francisco Juvenile Probation Commission

I. *The meeting was convened at 6:21 pm. All Commissioners were present.*
Comm. Breyer welcomed Rev. Harry Chuck as the most recent, and final appointed commissioner. He recounted briefly Comm. Chuck's past experiences, among which are: being Executive Director of Cameron House, having been on a task force for the Human Rights Commission, SF Interfaith Council, SF Community Development Coalition, SF Housing Commission (serving both as VP and Pres), and a number of other posts. He also has the honor of having two separate 'Harry Chuck days' declared.

II. *Meeting minutes of Oct. 9, 1996 were adopted as written.*

III. *Chief Probation Officer's Report.*
Rudy Smith referred to his written report given to the Commissioners earlier. He stated that there were 124 kids in custody this day. 22 girls, the rest, boys. He also showed examples of a personal toiletry pack given to detainees now. The items are purchased separately and put togther by Dept. staff. Comm. Shimko mentioned that she had received complaints regarding the lack of soap and toothbrushes. This should take care of that problem.
Smith mentioned the menu for Thanksgiving at LCR. Comm. Breyer asked if there were any arrangements being made for Thanksgiving. Johnny Miller said no. This year they will have a large event planned for Xmas, and not Thanksgiving. He said that transportation for some parents. Comm. Breyer asked what could be arranged for transportation if some parents wanted to spend time with their kid on that day. Smith said he'd have that looked into. Comm. Salarno asked how many parents come to visit their kids at LCR. Somewhere in the neighborhood of 15%. Miller also reported that they are now using Hidden Valley Ranch as the visiting site for parents. They are now not getting the contraband they had in the past. Comm. Breyer mentioned the letter from Edward Harrington, the Controller, and asked Smith to appoint the contact person to work with Harrington to start this process. Smith said that he would. Comm. Arámburo asked how the numbers for detainees compared this year and last. Judy Griffin said that it has not gotten out of hand (numbers spiked in the past during Nov.).

IV. Action Items:

A. *Review with possible action to approve or reject Program Committee recommendations for aftercare services.*
Comm. Shimko reported what was discussed in committee. The recommendation was to have the Dept come up with a draft RFP to be reviewed by the Commission in Dec. In the interim, the Dept. will take up aftercare responsibilities. Comm. Drake wanted to make sure that all LCR graduates are given services during this time. Smith assured her that this will happen. Comm. Hale wanted information from the Dept regarding what kinds of services the Dept feels is best for aftercare.
Comm. Shimko asked again that the Dept work with community agencies to come up with what would be the best activities for aftercare.
Comm. Shimko moved to adopt the Program Committee's recommendation. The question was called. It was adopted unanimously.

B. *Proposals and possible selection of a community site to hold the December Commission meeting, as laid out in the Commission's Rules.*
It was moved to have the meeting in the OMI neighborhood. The Secretary will locate an appropriate site. **The question was called and adopted unanimously.**

C. *Action to approve or reject Facilities Comm. recommendations on use of remaining funds (from National Center for Crime and Delinquency contract) for completion of workload study, etc.*
Comm. Hale reported on what the Facilities Committee did on this issue. He moved to have the Dept. prepare a supplemental budget request for the completion of this work. It was seconded. Comm. Shimko asked what he meant by "a supplemental budget request would not be very fruitful." Comm. Breyer reminded everyone that this amount of money ($35K) was something that the Mayor seemed strongly in favor of giving to the work. So he believes that a request to get the funds for the work should be met positively.
Comm. Hale also asked the Dept. to prepare an RFP for the use of the money.
Public Comments:
Cheyenne Bell says that there needs to be a guarantee that there is money there, before they can write up an RFP. She further said that they contacted the Purchasing Dept. and was told that they could sole source it if there was a justification from the Dept. head. But they would give them anything in writing regarding sole source. Bell also attempted to contact the Human Rights Commission which sent them a 41 page document, that did not contain anything regarding sole sourcing. They have not been able to find anything in the City about sole sourcing. Comm. Breyer asked if a legal opinion was necessary to determine the possibility of sole sourcing. Bell said she wanted a legal opinion but hasn't been able to get anything from the Human Rights Commission about it. Comm. Chuck asked if the President of the Commission could visit this issue with the Mayor. Comm. Breyer said that it seemed easiest to just to do a supplemental budget request and to follow up with the Mayor's office. Comm. Breyer asked to make an amendment: to prepare a supplemental budget request for the Mayor's office, and ask the deputy City Attorney (Susan Frankel) to find out if it can be sole sourced. **The question was called, and adopted unanimously.**

D. *Action to approve or reject recommendation of Program Committee on allocation of the $50K set aside, for evaluation of community based programs.*
Comm. Shimko reported that this was continued in Committee. While technically still in committee, the Commission voted to approve its continuance.

V. Discussion Items:

A. *Presentation by Linda Connelly & Assoc. regarding electronic monitoring services.*
Many large counties are using electronic monitoring, while San Farncisco has not. Many youth are put on electronic monitoring at the time of booking. Quest: are these being done by court order? Ans. 50/50. pre and post adjudicated youth. Connelly emphasized that this is not in lieu of good programs, but is only a cost effective monitoring modality to assure compliance with movement restrictions imposed by the court/probation dept. Quest: what the cost per kid. Ans. varies from $7 to $25/day depending on the amount of services asked for. Smith said that San Mateo County is against using this with youth. Comm. Breyer was concerned about the stigmatization of the youth. He asked for any reports on the results of other counties's experience with electronic monitoring.
Public Comment:

Alfredo Bojourquez, RAP, against using it with pre adjudicated youth saying it de personalized the contacts between PO and youth.
Rich Perino asked that the device not be totally dismissed because it coud be useful for specific youth who might otherwise be kept in the hall, but for the use of this device could be kept at home. Comm. Shimko asked if the court had the power to order its usage. Yes.
Aimee Exnicios, PO, said the device is a tool if used with discretion, but it does stigmatize. If the Commission wants to explore this, it should find many comparisions of services and costs.
Marcos Ramirez, of Connelly Assoc. spoke in support of the electronic device.
Akila Turrel, from AmeriCan, a program from L.A. spoke in favor of the device and what he was doing in trying to get collaboration between Horizons and LCA.

B. *Juvenile Justice Commission report on Aldo M.*
Comm. Hale reported that the Facilities Comm. will review this report, and the Dept.'s response, at their next meeting. He also mentioned that he had asked the JJC for a copy of a more complete version of the report. Comm. Breyer was concerned over reports regarding poor response times of medical staff. He asked for the committee to address this. Comm. Shimko also asked them to look at the issue of nurses not knowing the floorplan of the facilities so not being able to locate people and get to places within it.

C. *Potential for a two day retreat for Commissioners for training and goals setting*
Comm. Hale reported that the secretary has looked into what it would take to hold a retreat. It is totally possible, in keeping with all legal requirements of public meetings. The secretary will continue to look into this with the target of holding the meeting during the first part of the new year.

D. *Current status of staffing/hiring and projected workloads.*
Judy Griffin reported that there is currently 40 vacancies within the Dept. (all manner, not just probation or JH staff). She described the effort to hire POs using the adult PO list, as there isn't an active list for juvenile dept. POs. Questions arose about differences between juvenile and adult PO candidates, and the advisability of using people who are listed for adult POs.
The problem of lack of counselors (as needed) has made the use of OT necessary. Last week the OT was 700 hrs. Two wks ago, it was 800 hrs.
Public Comment:
Lothar Eiserloh, POA, expressed disgust over the historical neglect of Dept. administration concerning personnel matters, allowing long time staff to be locked into line positions for 15 years or more with no possibility of advancement because they never made promotional tests available. The current situation with no active lists for POs continues to reflect this neglect. He said meetings between the POA and the Chief have reached agreements to take candidates from the adult list. The adult test was given about 3 years ago.
Comm. Salarno suggested the issue of staffing be made a monthly item for the Commission agendas.
Eiserloh also complained again about the total lack of steno support for POs, and the lack of computers for their own use when reports are needed. He mentioned at the same time the number of private sectretaries given to top administration when the bulk of paperwork is generated by line PO staff.
Margaret Brodkins, Coleman's Advocates, suspect of using adult PO list to hire for juvenile POs. Mills said an exam for juvenile POs will be given, but that will take time.

The interview and screening process will give the Dept. the kinds of peolpe that are appropriate for the jobs. Comm. Drake expressed her frustration that inadequate planning has resulted in no active lists for potential openings.

E. *Report on the Dept's Affirmative Action Plan.*
Comm. Arámburo had asked for the item to be taken up by the Commission due to some reports made to her regarding the Dept's hiring and employment practices with regards to race, ethnicity, sex and gender orientation. There appears to an affirmative action plan of 1992, but not update. She had specific questions she wanted the Dept. to answer:
1) will they implement a new affirmative action plan?
2) what types of cultural sensitivity training occur for counselors and probation officers on issues of race, class, culture, lanugage differences, sexual orientation.
3) while 25% of detainees are hispanic, but what percentage is monolingual, less than 12% of counseling and probation staff hispanic. Likewise, for southeast asian kids, there is only 9% asian staff.
She noted that there are no hispanics in the administrative levels.
4) What is the Dept going to do in hiring to promote diversity at all levels.

Smith offered to make a full response at a later time. Susan Frankel said that Prop. 209 doesn't impact anything the Dept might do in this vein.

F. *Presentation of the Dept's proposal for operating a co-ed unit in Juvenile Hall.*
Griffin reported that they are still making preparations to begin a co--ed unit. They are talking to the school program for an appropriate schedule for separating the less from the more sophisticated youth when in class.
Comm. Shimko questioned the efficacy of doing a co-ed unit in regards to bed space. It appears as if the only way to be able to do this is to reduce the available beds for boys. How does this impact the counselors's work schedules. Is it going to be a logistical nighmare? will there be a chance of youth behaving 'improperly' in a co-ed situation. Comm. Hale reviewed the genesis of this idea, as an alternative to an additional modular unit for girls. Comm. Shimko asked if the Dept was concluded in moving in this direction. Griffin said tentatively. Comm. Hale said that it would be wonderful to develop a program where young boys can develop an appreciation for a relationship with a young girl and vice versa.

VI. *Comments by Commissioners.*
Comm. Breyer referred to a letter from an attorney which concerned the lack of religious services for youth in the hall, and asked for the Commission to respond. Comm. Breyer has talked to a chaplain for contra costa county regarding this issue, and will be talking to the interfaith council about it. He wanted to assure Alan Jones that the Commission is addressing the issue. Quest: what is being done along the lines of religious services. Medina said that they offer 2 programs on Sunday (Protestant, and Catholic). There is a monolingual program for Catholic youth in B5. For those who have their own reverends/priests, outside of these two beliefs, can have them come up to do services. Comm. Hale asked if the Dept thought about letting youth watch religious TV programming, or getting videotapes of religious services. How about a religious call up (give the youth a list of priests who can be called). Medina says they have a lot of religious programming.
Comm. Salarno emphasized the need to have someone (her replacement on the Commission) who had connections in Sacramento to keep the flow of information and potential funds coming to SF.

VII. *Public Comments.*

Alan Jones, disputed what was claimed as being a lot of religious programming in B5. He also spoke in regards to the problem of contraband in the hall, and suggested periodic use of drug sniffing dogs to do room searches.
Comm. Breyer announced that they will be going into closed session and did not anticipate a conclusion to that session tonight.

VIII. *Other Business.* none

IX. *The meeting was adjourned at 9:03 pm in memory of Ron Hatter.*

X. *The Commission convened at 9:21 pm in Closed Session (pursuant to govt. code § 54957) to discuss Public Employee Employment, Evaluation, Discipline*

Positions: Dept. Management positions (Deputy Chief Probation Officer, Director of Probation Services, Finance Director, Director of Community Programs, Director of Juvenile Hall, Director of Log Cabin Ranch, Dir. of Personnel)

All Commissioners were present, except for Comm. Salarno, who excused herself earlier.

XI. The meeting was adjourned at *10:35 pm* to a future date (undecided).

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

CHARLES R. BREYER, President
ANNA C. SHIMKO, Vice President
ELEAZAR ARÁMBURO, Commissioner
REV. HARRY CHUCK, Commissioner
BRENDA JACKSON DRAKE, Commissioner
DAMONE HALE, Commissioner
HARRIET C. SALARNO, Commissioner

RUDY N. SMITH
Chief Juvenile Probation Officer

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NOTICE OF REGULAR DECEMBER MONTHLY MEETING, AND SPECIAL CLOSED MEETING

to discuss personnel matters
immediately following the conclusion of
the regular Commission meeting at
OMI Pilgrim Community Center
446 Randolph Ave, at Arch St.
San Francisco, Ca 94132
5:30 PM, Wednesday, Dec. 11, 1996

AGENDA

- I. Roll Call
- II. Review of November 13, 1996 meeting minutes
- III. Chief Probation Officer's Report.
- IV. Action Items:
  - A. Possible action to approve or reject proposed 1997-8 Children's Services Plan, of the Mayor's Office of Children, Youth and their Families. (copies of this plan are available from MOCYF)
  - B. Possible action on Dept. Request for Proposals for aftercare services.
  - C. Possible action to approve or reject supplemental budget request for $35,000 to complete work begun by National Center for Crime and Delinquency.
  - D. Possible action on allocating $50,000 for evaluation of community based programs.
- V. Discussion Items:
  - A. Dept. plan for an early intervention/intensive supervision program.
  - B. Presentation by Delancey Street Foundation regarding preparation of Juvenile Justice Master Plan for the City and County of San Francisco.
  - C. Current status of staffing and hiring, and the Affirmative Action Plan.
- VI. Comments by Commissioners.
- VII. Public Comments.
- VIII. Other Business.
- IX. Adjourn into closed session
- X. Convene in Closed Session (pursuant to govt. code § 54957)
  to discuss Public Employee Appointment
  Position: Chief Probation Officer
- XI. Reconvene in Open Session to vote on disclosure of discussion in closed session.
- XII. Adjournment

(note: If there are documents related to agenda items, they will be available in the Probation Commission office for public review on Monday, Dec. 9. Call the office to make arrangements)

Dec. 4, 1996

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF DEC. 11, 1996 MONTHLY MEETING, AND SPECIAL CLOSED MEETING

I. *The meeting was convened at 5:48 pm.* With the exception of Comm. Salarno (who was excused), all Commissioners were present. Comm. Breyer thanked the OMI Pilgrim Community Center staff for their hospitality in hosting the meeting, and arranging the tour for the Program Committee.

II. *November 13, 1996 meeting minutes* were adopted without amendments.

III. *Chief Probation Officer's Report.*
CPO Smith first introduced Sandra Brown Richardson, the new Dept. Finance Director. He then referred to the materials given to the Commissioners and noted the statistics for Nov. (199 processed, 35 of which were F, 35 were cited. LCR has 54 youth. Avg daily pop. was 127). Questions: is an increase anticipated? No. There has been short periods of time where double bunking occurred. Comm. Shimko asked to be notified of double bunking in a timely manner (not to wait for Commission meetings). Question: is there any correlation between the numbers for JH and LCR? Ans: yes. Smith anticipates more referrals to LCR in the future, than in the past month. Comm. Arámburo asked about increasing the options of placements for girls, since they cannot use the ranch. Comm. Shimko also asked to look at this whole problem in its entirety within the Program Committee, and see if there can be plans made for making more and better placements for girls.

At this time, items were taken out of order of the posted agenda.

Discussion Item:

B. *Presentation by Delancey Street Foundation regarding preparation of Juvenile Justice Master Plan for the City and County of San Francisco.*

Mimi Silber, Director of Delancey Street Foundation reviewed the fact that they were chosen by MCJC to do a review/evaluation of the present criminal justice system, under contract of a planning grant proposal funded by the Calif. Board of Corrections.

She introduced part of the team involved in this (Abe Irizary, Ollie Wolfe, Teri Lynch, John Ridley, Conrad Laran, Frank Schweickert) and asked for anyone interested in this project, to contact any of these people at the Foundation: 512-5108)

She gave an example of what kinds of information they are compiling (from Juvenile Hall detainees) from which they will try to determine the kinds of services that are necessary/desirable for such youth. They will have a report by March 14, 1997 which will be used as a plan to go forward, and when actual actions are undertaken, the plan will change as change is shown to be needed. Comm. Shimko asked what the amount of the contract was. Silber said it goes from $150K to $300K. The State is giving $100K, and the City is putting in match of $50K. Comm. Shimko asked if $50K is specifically to be allocated to evaluating the community based programs. Silber said no. But she was not sure. They have been doing the work for the past two months without a contract yet. Comm. Breyer asked the question differently but again with the object of getting the community based programs now under Dept. contract, evaluated. Silber said, that it probably would not be done in an individual basis, but rather, a "cluster" basis which would include many more programs throughout the city. Comm. Hale expressed his concern over some of the people being interviewed (District Attorney, Police Chief) who may not have any experience in child development issues. He also had a problem with Silber's characterization of community programs as "community punishment."

Comm. Breyer asked to bring to the table the related action item D:

D. *Possible action on allocating $50,000 for evaluation of community based programs.*

Comm. Shimko said that knowing that the contract with the Board of Corrections for $100K, along with the City's match of $50K, adds much more value to the Commission's desire to have community based programs evaluated, than if it merely used the $50K it set aside for this purpose. She proposed that this set aside be included in the contract with Delancey St. Foundation, so that the program evaluations can be made a part of the greater plan. Comm. Chuck seconded the motion.

Public Comments:

Dan MacAllair, CJCJ: supports Delancey St. Foundation

Cheyenne Bell: community needs to be involved in the overall planning committee overseeing this process. She said the survey being done by Delancey St. (that Dept. staff were given) was not seen or presented as a part of the greater plan. She also had questions about the impact on current programs by this project.

Henry Collins: concerned regarding Delancey St's orientation, which will already color their approach to this project, and limit the creativity of the process.

May Ward, Chair of OMI-NIA: very happy to hear that programs will be evaluate. She also was concerned that the community be better informed (by service providers) regarding what they are doing.

Kim Burton, MCJC: emphasized that this project is not just a report, but a plan of action.

Artrena Owens, OMI-NIA: repeated the need for accountability to the juveniles they are meant to serve. She also says the community needs to know about the programs available to them.

Micheal Fuller: concerned that this contract has already been given to a particular contractor without legally going out to open bid, as required by San Francisco ordinance. He suggested that the administration seemed to frequently give out contracts to "chosen" vendors --eg. the"mayor of Bayview" doing excavation work without a contract, and getting paid for it. Fuller also expressed his concern that the bid was not open for minority businesses to bid on.

Comm. Breyer re-explained the motion, which is to transfer $50K from the Dept. to the MCJC to include in their contract with Delancey St. It is not a contract between Juvenile Probation and Delancey St.

Kim Burton agreed with this explanation. She further said that the City Attorney decided it was legal. She said that if they didn't name Delancey St. at the time of the proposal submittal, they would not have been eligible for the grant. She said that Delancy St. was a multi ethnic and diverse organization.

Henry Collins: it is not sufficient to just say that the motion is to move money to the contract, divorced from the process of that contract. The Commission would be a part of that process by contributing money to it. He called for justice in this process.

Comm. Breyer asked Susan Frankel if there is a question of legality around this issue. Frankel said not in her mind, but she would look into it if the Commission wanted.

Comm. Shimko said she is comfortable that the City Attorney has decided it is legal.

Comm. Hale said that in his mind, taking the money ($50K) and putting it into the masterplan is in essence taking it from those who would otherwise want to bid for it to do the specific evaluations of the contracted agencies to the Dept. But he is not worried about that. He is comfortable that Delancey St. would do a good job of the evaluations. He asked if there was an urgency to make a decision tonight. Comm. Breyer said no. He said that they could continue the matter to the next meeting, with proper notice and presentation to the community, where the Commission can act on it then. Comm. Shimko as the original maker of the motion said that she would rescind her motion and agree to this. It was seconded. Comm. Drake was concerned about the results of transferring the $50K to the MCJC project, and if the specific programs contracted by the Dept. would be evaluated (as the $50K was intended to do). Will Delancey St. do this? Silber said she is already in the process of designing the

masterplan, and was not here to ask for an additional $50K. If it is for that, then she would do it, but it should fit into the whole plan.
Jeff Mori, MOCYF: spoke in support of Delancey St. Foundation.
Comm. Arámburo asked that the clarification of the motion to continue the issue to the next meeting include that it is proposed that the $50K be included in the MCJC contract with Delancey St. be utilized for the evaluation of current Dept. contracted community programs. The question was called. It passed unanimously, 6-0.

IV. Action Items:

A. *Possible action to approve or reject proposed 1997-8 Children's Services Plan, of the Mayor's Office of Children, Youth and their Families. (copies of this plan are available from MOCYF)*
Comm. Breyer began by commending the MOCYF for the job on it. He also expressed some concerns: would like to see descriptions of specific programs that will implement the upcoming plan. Also would like to see evaluations of programs implemented to date. Jeff Mori presented a synopsis of the plan.
Comm. Arámburo asked if the plan called for increased support for childcare centers. Mori said that not directly funded by the MOCYF, but to try and increase private funding for subsidized childcare. Comm. Hale said there seemed to be a duplication between the evaluation of community based programs that MOCYF is doing, and what Delancey St. is going to do. Is there some coordination that can be found here? Can this Dept. use the evaluation that MOCYF is doing, so that it can have Delancey St. do something else? Comm. Chuck asked Joe Lam what the "nexus" could be between MOCYF and the Dept. Lam said they are going to be looking at the efficacy of collaborations between City Depts and community based orgs, and between CBO and CBO, and the ways to leverage other funds to improve their own work. Comm. Breyer referred to p.33 of the report and asked if there were evaluations of programs that serve delinquency needs. Can this be shared with the Commission? Mori said they are working on that right now. It should be out by the RFP publishing in Feb. 97. Comm. Shimko pointed out a statistical inaccuracy on pg. 14.
Public Comment: Margaret Brodkin: dislikes the timeline by which MOCYF follows in putting out the plan without spelling out specific targeted organizations which are chosen to accomplish the general plan. This doesn't allow for public review and input as to the funding decisions. She was disturbed to see a 50% increase in administrative costs for the office. She doesn't see the justification.
Jill Pearce, a parent: was concerned with the increase in administrative costs. She read a series of short statements referring to what was in the plan and basically was concerned by the process, which did not give enough time or opportunity for the community to give input into the plan.
Melvin Brown, Director of Inner City Youth: was very positive about the meeting occurring at the Center. Expressed concern for how youth are treated in the community by police.
Comm. Breyer asked Mori about Drug Court. Mori said there was work being done to establish one.
The meeting was recessed at 8:30 pm. The meeting reconvened at 8:35 pm.

B. *Possible action on Dept. Request for Proposals for aftercare services.*
Cheyenne Bell, John Overman was there for questioning. Bell explained the process briefly. After discussion with Dept. staff, Overman prepared this draft.
Comm. Shimko began by saying that this draft doesn't go far enough in saying what is wanted. P. 6 talked about a needs assessment, but in the activities/services listed it doesn't address the needs assessment or case management of the youth. She wanted to see much more specificity in services, past the supervision duties. She wanted to know who the final authority is in making a plan (by the assessment team). How does the contractor's responsibility relate to the Dept.'s ongoing responsibility for

probation supervision? What is supervision? phone calling or personal meeting and counseling? The amount of services/contacts is confusing. Overman explained that the daily contact is curfew checks. Comm. Hale asked Overman what his role is in the Dept. (Overman reviewed that he was hired about 2 yrs ago to work with contracts, and for the past 6 mos he worked in the Finance office of Administration, he is now back working with contracts). Comm. Breyer asked Johnny Miller what happens to a youth who fails Aftercare. Miller says that he would be returned to LCR. Comm. Hale continued asking how the numbers of contacts was decided upon? Was there some evidence that these numbers make effective supervision? Comm. Breyer posed: what would happen if the Dept went out asking community agencies to come up with a program that they think would most effectively serve these kids coming out of LCR, giving them some basic guidelines for supervision (monitoring), but leaving them free to come up with a program design and budget. He was concerned that the draft RFP doesn't ask for much more than what is in it, that it is not the minimum expectations. It doesn't speak to outcomes. He believed that the community organizations are creative enough to come up with good services that would meet the needs of these youth. He agreed with Comm. Hale that even if contractors did what was asked for in the RFP, he wouldn't know if they would be beneficial or not. Comm. Arámburo said that the activities are not tailored to the individual child (which should be the key to the plans). She felt that the agency needs to come to the Dept. with the best program they can come up with to do the work. With outcomes. Bell said they do not ask for specifics from agencies. They allow the agencies to describe what they will do. Comm. Shimko said that she doesn't get that feeling from this RFP. Comm. Breyer said that the program desired is not clearly articulated in the RFP, neither are the minimum expectations. Comm. Shimko didn't want an upper limit on number of youth in the program. Quest: how long will the contract be for. Max 11 mos of services. Will all youth get equal length of services or will some be shorter or longer. There was a short back and forth regarding how a contract length is settled on. Judy Griffin said that the money for this contract was originally from the Departmental budget, and they made an assumption that it would be continued in the next yr. The Commission pulled it out of the budget. She said that anytime there is a contract, there is no guarantee it will go on beyond the year duration because the funds could be pulled by many different people (Commission, Mayor, Bd of Supes). Comm. Shimko asked if anyone knew that the amount of services asked for is reasonable for the amount of the contract. Griffin said that given the experience of the previous contract, this should be adequate. Comm. Arámburo asked what is a reasonable amount per youth, for services. $2K? Comm. Breyer asked how much it costs to house youth at LCR. Miller guessed $50K and more. Comm. Drake had to excuse herself from the remainder of the meeting (9:26 pm) Comm. Chuck suggested this be considered an essential program to be included in the next Dept. budget. In the meantime, the Dept. should just do it.

Public Comment: Andrea Shorter spoke off the mike and was not picked up.

Fia Carlos Valentino,Office of Samoan Affairs: spoke to the need to tailor services to each youth and their specific needs and their whole being (school, family, community).

Peter Bull: concerned whether services were only available to certain "select" youth, and by what criteria they were selected. He also said that information generated by the contractors should be useful for an evaluation of program effectiveness.

Comm. Arámburo emphasized that all youth should have the service. The question of how intensive the work needed per youth is a different problem.

A short discussion was held regarding possible ways of announcing the RFP, with potential modifications for contract amount. Asking the proposers to offer two budgets, given the two different potential funding levels. Bell said a contract modification could be made with the City Attorney's approval.

Comm. Breyer asked for a motion that an RFP be prepared stating a $99K funding level, but including a potential modification to increase service levels and the assurances from the proposer that all services will be offered to each youth, according to the particular needs of that youth, and that the services mentioned in the RFP are a minimum level, but that the provider needs to describe the fuller extent of their program. Comm. Hale said that the service level for $99K would be 30. The question was called. The vote was unanimous 5-0.

C. *Possible action to approve or reject supplemental budget request for $35,000 to complete work begun by National Center for Crime and Delinquency.*
Comm. Breyer commented that this item was approved in the last month's meeting and didn't need to be revisited.

V. Discussion Items:

A. *Dept. plan for an early intervention/intensive supervision program.*
Griffin said that an early intervention program would include kids who were not technically part of the court system. She mentioned schools calling for help from the Dept. Comm. Breyer asked for a program which targeted those kids who already come through the Dept. doors (the young ones). He mentioned the report he read regarding Orange County's experience with habitual criminals. He thinks focusing on the young ones might reduce the number of these repetitive offenders.
Public Comment: Margaret Brodkin said it was important to know who would be doing this early intervention program, POs?
Comm. Arámburo was very impressed with the "Short Stop" program.
Dan MacAllair discounted the "8%" study in Orange County. He said there is no way to identify who the kids will be repeat offenders.
CPO Smith said that San Mateo County initiated an "8%" program but dropped it after a year.
Comm. Breyer re-asked the question: does this Dept. need to place more effort on working with young kids. and are the results of the "8%" program valid and credible?
Comm. Shimko asked for the names of the authors of reports.

C. *Current status of staffing and hiring, and the Affirmative Action Plan.*
This item was tabled until the next meeting.

VI. *Comments by Commissioners.*
Comm. Breyer received a letter from LCA, who expressed disappointment that they had not had a full opportunity to present their case. He reminded people that he asked for reports of results from other jurisdictions' experiences with electronic monitoring. He will write them.

He also mentioned a letter from Jeff Brown, the PD, expressing concern for the accessibility to consul for all youth, even before a petition filing. CPO Smith reported that he clarified to staff that a petition needn't be filed before a youth is given legal consul. He will write a letter apologizing to Mr Brown.

Comm. Shimko asked that all Commissioners be informed when critical incidents happen, eg. suicide attempts. Comm. Breyer asked that the Secretary be informed, and he will in turn call the Commissioners. Comm. Shimko also highly commended Ronald Colthirst and his staff at the Pilgrim Community Center for the work they did for the Commission, especially the tour for the Program Committee.
Comm. Arámburo echoed these sentiments.

VII. *Public Comments.*
Ronald Colthirst, Director of the Center, thanked the Commission for having the commitment to the Dept and for coming out to the community to give them the chance to give input to the

Dept. He also thanked his staff: Valeria Glover and Winston Miller for their help in arrangements.

VIII. *Other Business.* None
IX. *The regular meeting was adjourned into closed session at 10:47 pm.*
X. *Convene in Closed Session (pursuant to govt. code § 54957)*
to discuss Public Employee Appointment
Position: Chief Probation Officer
XI. *Reconvene in Open Session to vote on disclosure of discussion in closed session.*
The Commissioners voted not to disclose substance of the discussion.
XII. *The meeting was adjourned at 11:00 pm.*

ADOPTED JANUARY 8, 1997

JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

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